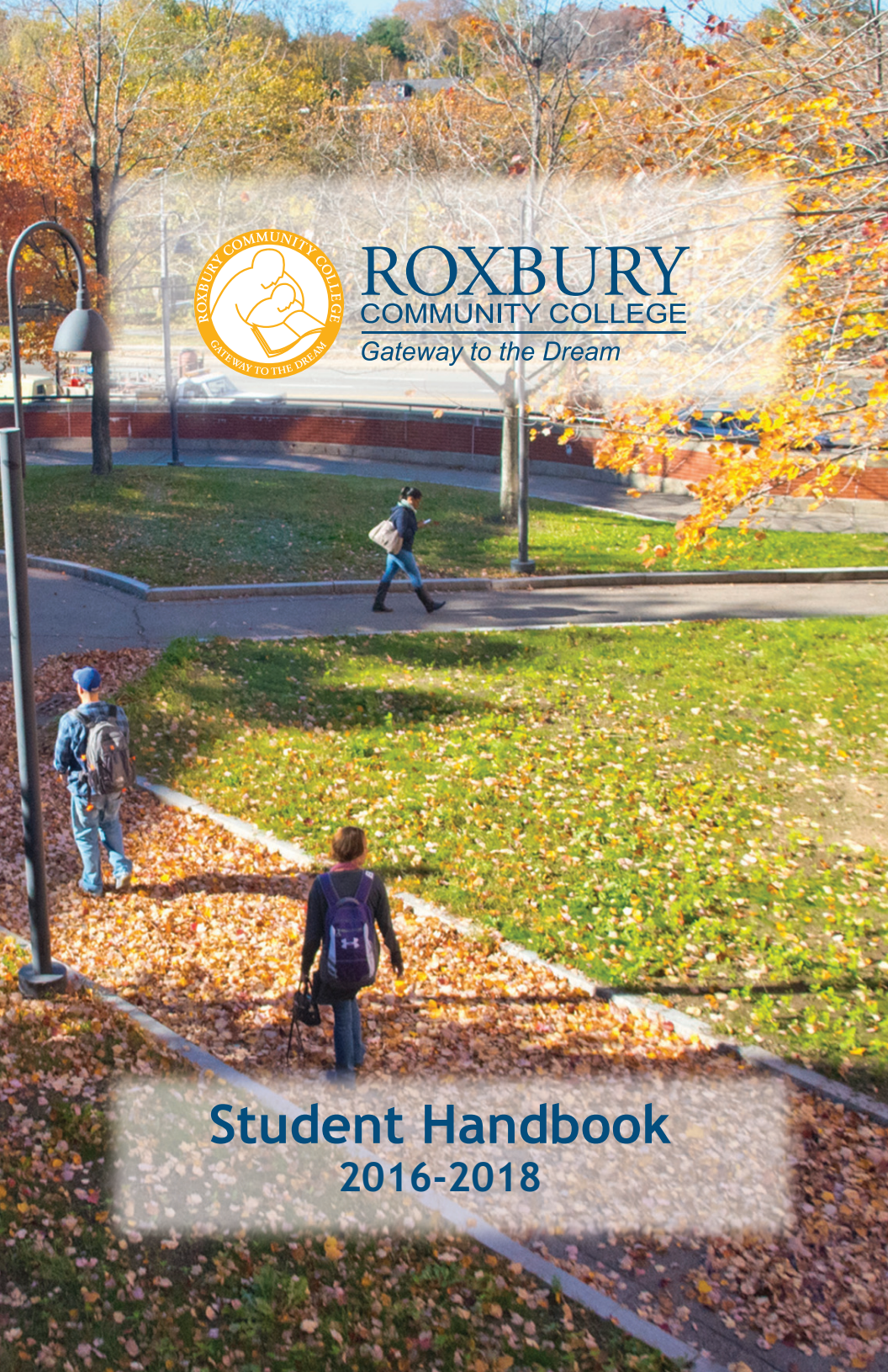


ROXBURY COMMUNITY COLLEGE

Gateway to the Dream

Student Handbook

2016-2018

Message from the Vice President

Welcome to Roxbury Community College, Gateway to the dream!

You are about to embark on a life-changing experience as you pursue your academic and career goals at RCC. The faculty and staff are committed to providing you with the highest quality of instruction and services to meet your needs.

The richness of the RCC experience is unlike that of any other community college in Massachusetts. Our ethnically and internationally diverse student population, for example, represents more than 50 nationalities and makes RCC a true microcosm of contemporary society.

Roxbury Community College has many resources and services to help you achieve you educational goals. Easily accessible by public or private transportation, RCC offers a pleasant learning environment and state-of-the-art facilities.

This Student Handbook provides detailed information about what RCC has to offer, as well as College policies and procedures.

Please do not hesitate to contact me if I can be of assistance to you. Best wishes as you begin your Roxbury Community College experience.

Sincerely,

Cecile Regner
Interim Vice President of Academic and Student Affairs
Administration Building 2, Room 301
(617) 541-5383
CRegner@rcc.mass.edu

Mission Statement

Roxbury Community College (RCC) provides a nurturing environment, where all community members are welcome, regardless of past education. We transform lives through excellence and innovation, preparing our learners for active citizenry and success in a changing world.



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Roxbury Community College
Academic Calendar 2016 – 2018

Fall 2016

Aug 22 – Sep 2	Open Registration
Monday September 5	Labor Day - HOLIDAY
Tuesday September 6	All College Meeting/Faculty Institute
Wednesday September 7	First Day of Classes
Monday September 19	Last Day for Schedule Changes
Tuesday September 20	Deadline – NA Add/Drop Enrollment Roster
Monday September 26	Autumn Access –First Day of Classes
Friday October 7	Autumn Access – Last Day for Schedule Changes
Monday October 10	Columbus Day – HOLIDAY
Tuesday October 11	Autumn Access – Deadline NA Add/Drop Enrollment Roster
October 17 - 22	Midterm
October 24 - 28	Autumn Access Midterm
Monday October 31	Deadline – December 2016 Graduation Application
Friday November 11	Veterans' Day - HOLIDAY
Monday November 14	Last Day for Student-Initiated Withdrawals
November 23 - 27	Thanksgiving Break – No classes after 5PM Nov. 23
Friday December 16	Last Day of Classes
Saturday December 17	Final Exams
December 19-23	Final Exams
December 26	Christmas Day HOLIDAY Observed
Wednesday December 28	Deadline – All Final Grades

Spring 2017

Monday January 2	New Year's Day OBSERVED HOLIDAY
January 3 - 13	Open Registration
Monday January 16	Martin Luther King, Jr. Birthday - HOLIDAY
Tuesday January 17	All College Meeting/Faculty Institute
Wednesday January 18	First Day of Classes
Tuesday January 31	Last Day for Schedule Changes
Wednesday February 1	Deadline – NA Add/Drop Enrollment Roster
Monday February 13	Spring Access – First Day of Classes
Friday February 17	Spring Access – Last Day for Schedule Changes
Monday February 20	Presidents' Day - HOLIDAY
Friday March 3	Spring Access – Deadline NA Add/Drop Enrollment Roster
Monday March 6	Deadline – Petition to Graduate
March 13 - 18	Spring Break
March 20 - 25	Midterm
March 27 - 31	Spring Access Midterm
Friday April 7	Last Day for Student Initiated Withdrawal
Monday April 17	Patriots' Day - HOLIDAY
Friday May 5	Last Day of Classes
May 6 - 12	Final Exams
Monday May 15	Deadline All Final Grades
Friday May 19	Commencement Exercises

Summer 2017

Monday May 29	Memorial Day - HOLIDAY
Tuesday May 30	Summer Session I Classes Begin
Friday June 2	Last Day for Schedule Changes
Monday June 5	Deadline – NA Add/Drop Enrollment Roster Summer I
Monday June 12	Last Day for Student Initiated Withdrawal Summer I
Friday June 30	Last Day Summer Session I
Monday, July 3	Deadline - Summer I Final Grades*
July 3 - 7	Break for 10-week courses
Tuesday July 4	Independence Day - HOLIDAY
Monday July 10	Summer Session II Classes Begin
Friday July 14	Last Day for Schedule Changes

Friday August 11 Last Day Summer Session II
Monday August 14 Deadline Summer Session II Grades

Fall 2017

Aug 21 – Sep 1 Open Registration
Monday September 4 Labor Day - HOLIDAY
Tuesday September 5 All College Meeting/Faculty Institute
Wednesday September 6 First Day of Classes
Friday September 15 Last Day for Schedule Changes
Monday September 18 Deadline – NA Add/Drop Enrollment Roster
Monday September 25 Autumn Access –First Day of Classes
Monday October 2 Autumn Access – Last Day for Schedule Changes
Friday October 6 Autumn Access – Deadline NA Add/Drop Enrollment Roster
Monday October 9 Columbus Day - HOLIDAY
October 16 - 20 Midterm
October 23 - 27 Autumn Access Midterm
Tuesday October 31 Deadline – December 2015 Graduation Application
FridayNovember 10 Veterans' Day - HOLIDAY
Monday November 13 Last Day for Student-Initiated Withdrawals
November 22 - 25 Thanksgiving Break – No classes after 5PM Nov. 22
Friday December 15 Last Day of Classes
December 16 - 22 Final Exams
Monday, December 25 Christmas Holiday
Wednesday, December 27 Deadline – All Final Grades due

Spring 2018

Monday January 1 New Year's Day - HOLIDAY
January 2 - 12 Open Registration
Monday January 15 Martin Luther King, Jr. Birthday - HOLIDAY
Tuesday January 16 All College Meeting/Faculty Institute
Wednesday January 17 First Day of Classes
Tuesday January 30 Last Day for Schedule Changes
Wednesday January 31 Deadline – NA Add/Drop Enrollment Roster
Monday February 19 Presidents' Day - HOLIDAY
Tuesday February 20 Spring Access – First Day of Classes
Friday February 23 Spring Access – Last Day for Schedule Changes
Friday March 2 Spring Access – Deadline NA Add/Drop Enrollment Roster
March 5 - 10 Midterm
Friday March 9 Deadline – Petition to Graduate
March 12 - 17 Spring Break
Monday March 19 Spring Access Midterm
Friday April 6 Last Day for Student-Initiated Withdrawal
Monday April 16 Patriots' Day - HOLIDAY
Friday May 4 Last Day of Classes
May 5 - 11 Final Exams
Monday May 14 Deadline All Final Grades
Friday, May 18 Commencement Exercises

Summer 2018

Monday May 28 Memorial Day - HOLIDAY
Tuesday May 29 Summer Session I Classes Begin
Monday June 4 Last Day for Schedule Changes
Tuesday June 5 Deadline – NA Add/Drop Enrollment Roster Summer I
Friday June 8 Last Day for Student Initiated Withdrawal Summer I
Monday, July 2 Deadline Summer I Grades
July 2 - 6 Break for 10-week courses
Wednesday July 4 Independence Day - HOLIDAY
Monday July 9 Summer Session II Classes Begin
Friday July 13 Last Day for Schedule Changes
Monday July 16 Deadline – NA Add/Drop Enrollment Roster Summer II
Friday August 10 Last Day Summer Session II
Monday August 13 Deadline Summer Session II Grades

Directory of Office and Services

Department	Location	(617) Phone Number & Ext.
Main Number	1234 Columbus Avenue	427-0060
Academic Advising	219 Academic Building	541-5327
Academic and Student Affairs	301 Administration Building	541-5304
Administration & Finance	210 Administration Building	541-5339
Advancement and Community Engagement	202 Administration Building	933-7448
Arts & Sciences	301 Administration Building	541-5314
Academic Technology, Biology, Chemistry, Distance Learning, English, Engineering, ESOL, Honors Program, Humanities, Languages, Mathematics, Physics, Social Science		
Assessment & Testing	53E Administration Building	708-3628
Athletics	Reggie Lewis Center	541-2475
Bookstore	111 Academic Building	442-8150
Business Office	213 Administration Building	541-5321
Campus Security	109 Academic Building	541-5338
Career Development	207 Academic Building	933-7455
Corporate & Community College	101 Administration Building	933-7490
Development & Alumni Affairs	306 Administration Building	541-5394
Disability Services	207 Academic Building	708-3562
Enrollment Center	102 Administration Building	
Admissions		541-5310
Registrar		541-5320
Financial Aid Office	201 Administration Building	541-5322
Information Technology	333 Academic Building	427-0060 x5555
Library	211 Academic Building	541-5323
Lifelong Learning	101 Administration Building	541-5306
Media Arts Center	Media Arts Building	541-5380
Office of Student Life & Student Engagement	353 Academic Building	541-5332
Professional Studies	455 Administration Building	541-5318
Reggie Lewis Track & Athletic Center	1350 Tremont Street	541-3535
Project Access at RCC	101 Administration Building	933-7459
Student Government Association	353 Academic Building	427-0060 x5332
The Learning Center	207 Academic Building	541-5324
The Writing Center	203 Academic Building	427-0060 x5491
Transfer Services	219 Academic Building	541-5327

Board of Trustees
Gerald Chertavian, Chair
Mr. Michael Curry, Vice Chair
Glynn Lloyd, Treasurer
Mark Culliton, Secretary/Treasurer
Amanda Fernandez
Jeffrey Greenberg
Mayra Leith
Josiane Martinez
Steven Tompkins
Amanda Schaefer, Alumni Trustee

President
Valerie R. Roberson, Ph.D.

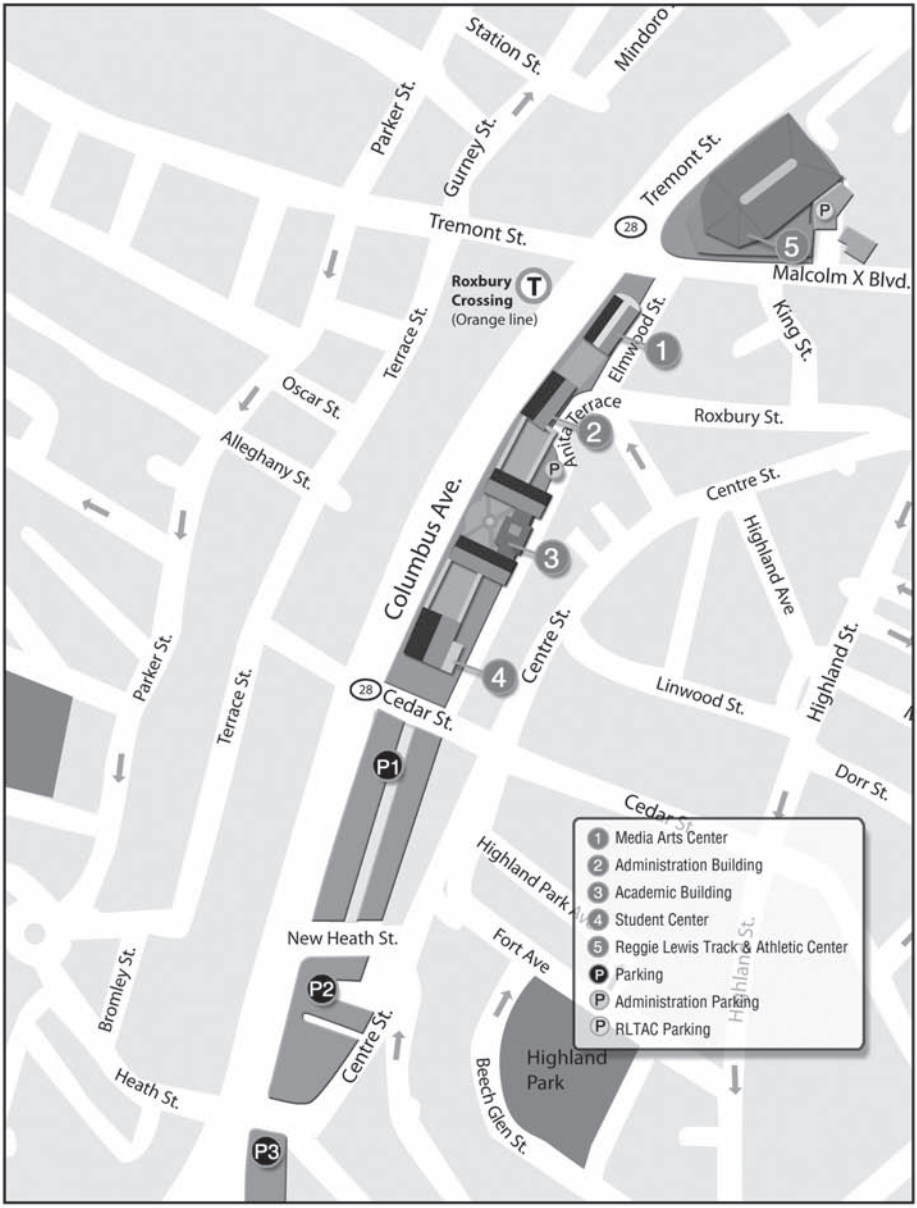
President's Cabinet
Cecile M. Regner, *Vice President of Academic and Student Affairs*

Lorita Williams, *Vice President of Advancement and Community Engagement*

Kevin Hepner, *Vice President of Administration and Finance*

Patricia M. West, *Chief Human Resources & Affirmative Action Officer*

Roxbury Community College Campus Map



Getting Here

Route 93 (Southeast Expressway)
From Rt. 93 (Southeast Expressway) take exit 18, Mass Ave./Roxbury. Follow the off-ramp that becomes Melnea Cass Blvd. Take a left at Tremont Street, which becomes Columbus Avenue. Follow Columbus Avenue for approximately 1/2 mile. Look for the College on your left. Parking is available at the Cedar Street lot (Corner of Cedar Street and Columbus Avenue).

From the Boston Logan Airport (25 Logan Airport, East Boston, MA 02128)
When leaving the airport, follow signs to Boston and go through the toll booth. The toll fee $3.50. After the toll booth, enter the tunnel and follow the directions toward 93.

South/Southeast Expressway. Follow directions above.

South of Boston
Route 93 North to Southeast Expressway. Follow directions above.

North of Boston
Route 93 South/Route 1 to Southeast Expressway. Follow directions above.

West of Boston
Mass. Pike East to the last exit (Southeast Expressway). Follow directions above.

MBTA Train
From Downtown Boston, take the Orange Line towards Forest Hills. Get off at the Roxbury Crossing station. The College is located across the street on Columbus Avenue.

MBTA Bus Lines
Use any of the following bus lines with stops in front of or a few yards away from the Campus: Bus 15, Bus 22, Bus 23, Bus 28, Bus 29, Bus 44, Bus 45, and Bus 66.

By Bike
Enjoy a safe and rejuvenating bike ride to the College through the Southeast Corridor from the following areas: Roslindale, West Roxbury, Jamaica Plain, Brookline, and the South End.





New, Transfer and Readmit Students

New Students

Students who have never attended any college or university are welcomed as New Students at Roxbury Community College. We are happy you chose RCC to continue your education. Roxbury Community College is a public, two-year college with an open admission policy. Students must meet the prerequisites established for all college-level courses in order to enroll.

Home-schooled students, without a high school diploma or high school equivalency certificate, are eligible to apply for admission to a degree or certificate program provided they have successfully completed an approved home school program in accordance with Massachusetts General Laws or the laws of their home state.

Admission to some programs is competitive, due to a limited number of openings.

Transfer Students

Students who have completed college courses at other colleges and universities are Transfer Students. Roxbury Community College looks forward to helping you meet your academic and career goals.

Readmit Students

Students who attended Roxbury Community College more than two years ago, must be readmitted to the college. Readmit students must complete an application and follow the steps below. Welcome home!

- Complete the admission application for free online at www.rcc.mass.edu. The Enrollment Center, Administration Building 2, Room 102 can provide a hard copy admission application and provide assistance. New, transfer, and readmit students

must complete an admissions application before they may register for classes.

- Placement testing is required for all first-time, new college students. Please make an appointment to reserve your seat for placement testing, Visit us in Academic Building 3, Room 351, online at www.rcc.mass.edu/testing or call us at 617-708-3628.
- The placement test covers Math, English, Science, and Reading and takes approximately 2 1/2 hours to complete. Students with limited-English proficiency are advised to take the English-as-a-Second-Language Placement Test. A study guide is available online and in the office.
- Transfer and readmit students may not need to take the placement test if their official transcript(s) shows successfully completed college-level coursework. Students transferring from another college or university must arrange for their official transcripts to be sent to RCC, Office of the Registrar, for evaluation before they may register for classes.
- New, transfer and readmit students meet with an advisor in the Academic Building 3, Room 219 after placement testing to review placement scores; discuss academic and career goals; select a program of study; and identify courses.
- New, transfer and readmit students enroll in courses in the Enrollment Center, Administration Building 2, Room 102. Students will receive a printed copy of their class schedule.
- Students are responsible for all tuition and fees at the time of enrollment.
- Students applying for financial aid must complete the FAFSA. The Office of Financial Aid, Building 2, Room 201 can provide assistance. All required documents for financial aid must be submitted prior to the awarding of aid.
- The Office of Student Accounts, Building 2, Room 213 will review the student accounts, including the application of financial aid. Students are responsible for all tuition and fees at the time of registration.
- Massachusetts Law 105 CMR 220.000 requires all full-time students (12 or more credits) to present evidence of immunization against Measles, Mumps, Rubella, Tetanus, Chicken Pox, and Hepatitis B in order to attend classes. New students will receive the immunization form from the Enrollment Center, Building 2, Room 102.

Continuing Students

Students who have enrolled each semester at Roxbury Community College, or have attended RCC within the last two years are continuing students. Congratulations, your degree/certificate completion is within sight!

- Continuing students should meet with their faculty advisor, or visit the Advising Center, Building 3, Room 219 to discuss academic and career goals; verify the program of study; and identify courses needed for graduation.
- Returning students, without financial holds, are encouraged to register online at www.rcc.mass.edu. The Enrollment Center, Building 2, Room 102; and the

Advising Center, Building 3, Room 219 can walk you through the online process if you wish.

- Students are responsible for all tuition and fees at the time of enrollment.
- Students applying for financial aid must complete the FAFSA. The Office of Financial Aid, Building 2, Room 201 can provide assistance. All required documents for financial aid must be submitted prior to the awarding of aid.
- The Office of Student Accounts, Building 2, Room 213 will review the student accounts, including the application of financial aid. Students are responsible for all tuition and fees at the time of registration.
- Massachusetts Law 105 CMR 220.000 requires all full-time students (12 or more credits) to present evidence of immunization against Measles, Mumps, Rubella, Tetanus, Chicken Pox, and Hepatitis B in order to attend classes. New students will receive the immunization form from the Enrollment Center, Building 2, Room 102.

Selective Admissions Programs

Roxbury Community College has programs for which a specific program application is required, in addition to the college application:

- Associate Degree Nursing (RN)
- Biotechnology
- Licensed Practical Nursing (PN)
- Radiologic Technology

Please check the RCC website, www.rcc.mass.edu for the current application requirements and deadlines.

International Students

Administration Building (2), Room 102

http://www.rcc.mass.edu/future-students/international-students/international-admissions-guide

International Student Application needs to be completed and submitted to the Enrollment Center by the following deadlines:

- January, the deadline is November 4
- September, the deadline is July 1

International Students must maintain Good Academic Standing, and have a Valid F-1 Student Visa.

How to Apply

- Complete and sign the Admissions Application and I-20 Application (Be sure to select only one Academic Program (Major) on the application.
- Submit a $35.00 application fee (U.S. Money order only).

- All students must complete High School Self-Certification Form. College transcript must be evaluated and approved by a foreign educational agency and NOT translated.
- Submit an Affidavit of Support (I-134) or a notarized letter from your sponsor.
- Submit a current certified official bank letter showing a minimum of $20,000.00 US dollars in the bank account to cover total educational and living expenses for one year.
- Submit proof of immunization.
- Complete the I-901 and follow the instructions on www.fmjfee.com.

If you are already in the United States and a Non-Immigrant (F-1 status), with a Certificate of Eligibility (I-20AB) from another school or college, you must submit a copy of the I-20AB issued to you from your current institution and a copy of the Transfer Evaluation form.

Registration

How do I register for classes?

Prior to registering for classes, all students are encouraged to meet with their Academic Advisor, or Faculty Advisor or attend an Advising Information Session. With your Advisor, you may review your course selections, dialogue about your educational goals, and ensure that you are on track to graduate.

To identify your assigned Advisor, log into https://myrcc.rcc.mass.edu/ and select the "Students" tab. Your advisor will be listed under "Academic Information." If your Advisor is a Faculty member, you may contact him or her to schedule an introductory meeting. Under the "Advisor Contact" tab at https://myrcc.rcc.mass.edu/, the contact information of all Faculty Advisors is listed.

If you need help with identifying or locating your Advisor, please call 617-541-5327 or drop by the Advising Center (Academic Building 3, Room 219) to receive assistance from a staff member.

If assigned to the Advising Center Staff, you may schedule an appointment online by

- Creating a user account at https://rcc.mywconline.net/register.php
- Logging into https://rcc.mywconline.net/ (select Advising Center Schedule from the drop-down menu)
- Reserving a timeslot by clicking on a white block.

Advising is available in English and Spanish. If you need help with scheduling an Academic Advising Center appointment, you may call 617-541-5327 or drop by the Advising Center.

Students who are new to RCC must register in-person with the assistance of their Advisor. New students, and returning students without any holds, are encouraged to register for classes during the Early Registration period of each semester.

Returning students without any holds may choose to register online for classes by logging into https://myrcc.rcc.mass.edu/. For more information on how to register online, you may visit the Advising Center to receive a copy of detailed instructions.

Please note that a student with an academic hold may only register for classes during Open Registration after final grades have been submitted, and upon completion of an "Academic Action Plan" with an Advisor.

A copy of the current Academic Standing Policy is available on the College website at https://myrcc.rcc.mass.edu/ under the "Students" tab.

Student Support Resources and Services

Academic Advising Center

All students enrolled in degree and certificate career pathways are assigned to a Staff or Faculty Advisor, and are encouraged to meet with their Advisor at least once per semester. Academic Advisors are eager to help you and will be an essential resource in helping you stay on track with your educational goals.

Your Advisor can assist you with:

- exploring and identifying your educational goals.
- creating an educational plan.
- selecting courses.
- preparing you for transfer.
- understanding graduation requirements, and college policies and procedures.

Meeting with your Advisor

To identify your assigned Advisor, log into MyRCC and select the "Students" tab. Your advisor will be listed under "Academic Information."

If you are assigned to a Faculty Advisor, you may contact him or her to schedule an introductory meeting. Under the "Advisor Contact" tab in MyRCC, the contact information of all Faculty Advisors is listed.

If you are assigned to the Academic Advising Center Staff, you may schedule an appointment online by:

- creating a user account at https://rcc.mywconline.net/register.php
- logging into https://rcc.mywconline.net/ (select Advising Center Schedule from the drop-down menu)
- reserving a timeslot by clicking on a white block.

At any point, if you need help with identifying or locating your Academic Advisor, please call 617-541-5327 or drop by the Academic Advising Center (Academic Building 3, Room 219) to receive assistance from a staff member. Advising is available in English and Spanish, as well as other languages by arrangement.

Academic Holds

Please note that a student with an academic hold may register for classes only after final grades have been submitted, and upon completion of an "Academic Action Plan" with an Advisor. For more information on the Academic Standing Policy you may go on the College website at https://myrcc.rcc.mass.edu/ under the "Students" tab.

Students should meet with their academic advisors at least once per semester to discuss course selections and career options. All students enrolled in degree and certificate career pathways are assigned to members of the faculty and advising staff. To locate your assigned Advisor, log onto MyRCC, click on the "Students" tab and it will indicate your Advisor. When you scroll down, click on "Advisor Contact", it will open up with the names and locations of all Advisors. Faculty Advisors post their availability on their office doors. Students may also contact the Academic Advising Center, Academic Building 3, Room 219, (617) 541-5327 to locate their advisor.

If assigned to the Academic Advising Center and would like to schedule an on-line appointment with an Advisor:

- If first time visit (current or new students) you will need to set up an account through https://rcc.mywconline.net using your RCC email address and password. Once your account has been established return to
- https://rcc.mywconline.net, click on "Advising Center", select a day and time and purpose of visit. A reminder notification will be emailed to you. If you need to cancel and/or reschedule, follow the same process.

NOTE: Students with Academic Holds are not permitted to register for classes until:

Student has met with an Academic Advisor to develop an "Academic Action Plan" (a copy of the current Academic Standing Policy is available on the website at https://rcc.mywconline.net under "Student Tab").

The Advising Center monitors academic standing, alerts advisors about students who are experiencing academic difficulty, and refers students to counselors. The counseling staff works closely with on-campus resources including Learning Center, Writing Center, Language Lab, Math Clinic, Project Access at RCC, and the Coordinator of Health Services. As well as outside health agencies, and other agencies including those associated with disabilities. Advising is available in English and Spanish, other languages by arrangement.

Academic Assessment - Office of Testing

Roxbury Community College applicants are required to take placement tests in three subject areas: English, Math, and Science. The placement test is used to determine the correct skill level placement for coursework. Students with limited proficiency in English must take the Roxbury Community College English as a Second Language (ESL) Placement Test.

All tests take about 2 ½ hours to complete. Once you have completed the tests, you will receive a Placement Report indicating the courses you will be best able to succeed

based on the results. For more information please call 617-708-3628 or visit Room 353, Academic Building 3.

A study guide is available online at www.rcc.mass.edu/testing. Students can also make appointments for their tests using the online registration form.

Academic Support – Tutoring

Students are encouraged to take advantage of free tutorial services available in many subject areas. Tutoring occurs in The Learning Center (Academic Building 3-207), The Writing Center (Academic Building 3-203), The Math Clinic (Academic Building 3-206), The Language Lab (Academic Building 3-205), and online via the Online Writing Lab. Peer and professional tutors work with you one-on-one or in small groups to improve academic skills and develop learning strategies. Tutoring is designed to enhance and support classroom learning, so that you gain the skills and confidence to be successful in your coursework. For more information please call (617) 541-5324, drop by The Learning Center (Academic Building 3-207), or visit http://www.rcc.mass.edu/tutoring.

The Learning Center

The Learning Center in the Academic Building 3, Room 207 provides one-on-one tutoring in a variety of Science and Math courses, as well as group tutoring sessions in select Science topics. Students are encouraged to reserve one-on-one tutoring appointments in advance at https://rcc.mywconline.net; students who need assistance with scheduling appointments may drop by The Learning Center or call (617) 541-5324. Walk-in tutoring appointments are provided on a space-available basis. Prior appointments are not needed for group tutoring sessions: students may simply drop in to group tutoring sessions and stay for all or part of the time. Students may use The Learning Center computers during open hours.

Writing Center

The Writing Center in the Academic Building 3, Room 203 provides direct instruction workshops and interventions in collaboration with the classroom instructors. It is a place where students and classes come together to address writing across all disciplines. The staff at the Writing Center regularly hold workshops and presentations for students and classes on a wide range of topics that address writing. Students may use the Writing Center computers to work on papers during open hours. Writing tutors are available by appointment at https://rcc.mywconline.net.

Math Clinic

The Math Clinic in the Academic Building 3, Room 206 provides RCC students with an opportunity to receive immediate help with mathematics questions. No appointment is necessary - just drop in and talk to a tutor. Access to online learning tools for mathematics are available on the computer work-stations. Additional academic support through use of NROC, MyMathLab, EdReady, and HippoCampus will assist in developing math skills and understanding. Stop by during open hours to discuss math resources with an available math tutor.

Language Lab

The Language Lab in the Academic Building 3, Room 205. The Language Lab houses computer workstations with headphones so that students can practice what they are learning in language classes. Computer programs and online resources are available to assist with language development. If you need a language or ESOL tutor, speak to your Professor stop by the lab and speak to staff for assistance in making an appointment. You can also make appointments online at https://rcc.mywconline.net.

If you have questions about the Writing Center, Math Clinic, or Language Lab, contact Joyce Atkinson, Coordinator of Learning Resources, at jatkinson@rcc.mass.edu.

PROJECT ACCESS @ RCC

Administration Building (2), Room 101, (617) 933-7459

All students may take advantage of the PROJECT ACCESS @ RCC Office services at no additional cost. Financial planning, tax preparation assistance, legal referrals, housing assistance, health insurance options, medical and mental health referrals, citizenship, food assistance, child care are among the service referrals that we provide.

Academic Policies

Academic Honors

Dean's Lists

Full-time students with a semester Grade Point Average (GPA) between 3.50 and 3.75, and no grade lower than a "B" during that semester will be placed on the Dean's List.

President's List

Full-time students with a semester GPA between 3.76 and 4.00, and no grade lower than a "B" during that semester will be placed on the President's List.

Grades

Grade Point Average (GPA)

Grade points earned in any course are found by multiplying the quality points assigned to the letter grade by the number of credits for the course. Your grade point average is determined by adding the total points earned in all courses that semester and dividing this total by the total credits attempted. The following is an example of the grades earned by a student:

Course	Grade	Quality Points	Attempted Credits	Total
English 101	A	4.0	3	12
Math1 103	B	3.0	3	9
Science 121	F	0.0	4	0
Business 131	C	2.0	3	6
Total Quality Points: 27.0 Credits Attempted: 13 GPA = 27/13 = 2.08				

Grading Policy

Roxbury Community College faculty assign a letter grade for all credit courses. Each letter grade from "A" to "F" carries a numerical value which is used to calculate your Grade Point Average (GPA).

The College respects the right of individual departments, programs, and individual faculty to use other scales as their curricula require, and supports the use of individual scales when articulated in their syllabus. However, if not articulated otherwise, College grades should be understood to represent the following percentages in student achievement.

Grade	Quality Points	Numeric	Range Interpretation
A	4.0	93-100%	Excellent
A-	3.7	90-92%	Excellent
B+	3.3	87-89%	Very Good
B	3.0	83-86%	Good
B-	2.7	80-82%	Good
C+	2.3	77-79%	Satisfactory Plus
C	2.0	73-76%	Satisfactory
C-	1.7	70-72%	Satisfactory
D+	1.3	67-69%	Unsatisfactory, Passing
D	1.0	60-66%	Unsatisfactory, Passing
F	0.0	59 or less	Unsatisfactory, Course Failure

Nonnumeric Grades

AU Audit - A course is being audited. No grade is assigned to the course, no credit is earned and the course does not apply to a degree or certificate. Tuition and fees are charged for the course.

The course will appear on the student's transcript as a grade of "AU." An audited course does not show credits attempted or earned and will not be considered by the Financial Aid Office when awarding financial aid.

AP Attended and Progressed - Only for pre-college courses (Student must repeat course).

I Incomplete –May be issues if the student made satisfactory progress in a course, but is unable to complete the coursework before the end of term. If the student and faculty are in agreement, they sign an Incomplete Contract, listing all of the outstanding assignments, exams, and a timeline for completion. The Incomplete Contract is on file with the Office of the Registrar.

FI Incomplete - "F" from incomplete to be used when an "I" grade reverts to "F".

P Pass - Applies to non-credit courses only.

NP Did not pass - Applies to non-credit courses only.

R Course was repeated.

S Satisfactory (A-C equivalent) - Midterm evaluation only.

TR Transferred Course(s) from another College or University.

U Unsatisfactory (D-F equivalent) - Midterm evaluation only.

W Withdrawal Designations

WA Administrative Withdrawal - A student is withdrawn from a course by a faculty member or administrator.

WIP Work In Progress - No grade submitted by instructor.

NA Never attended class. Students are required to attend classes in which they have enrolled no later than the third class meeting, for courses that meet three times or two times a week. For courses that meet once a week, a student must attend by the second class meeting. A student who does not attend and has not dropped by the drop deadline, will receive an NA (Never Attended). All tuition and fees will be charged to student account.

Leave of Absence

A student in good academic standing may request a leave of absence from the College for one or more semesters. A Leave of Absence form must be completed and submitted to the Enrollment Center, Academic Building 2, and Room 102 prior to the end of the semester.

Repeating a Course for Credit

When a student repeats a course the higher grade is used to compute grade point average. Both grades appear on the transcript. For example, if a student receives a D in a course and retakes the course and receives a C-, the C- will replace the D in the student's GPA. However, the D will remain on the student's transcript. If the grade for the repeated course is the same, or lower, than the previous grade, then the credits will not count toward the student's degree. Please note, every time a student repeats a course that course is applied to a student's attempted and earned credits, as it relates to the financial aid satisfactory academic progress policy. Financial Aid does not cover the tuition and fees to repeat a course for which the student earned a passing grade.

Withdrawal Policy

To officially withdrawal from a course, a student must complete a Withdrawal From available in the Advising Center (3-219). The withdrawal must be transacted in the Enrollment Center (2-102). Students should check with the Office of Student Accounts, Building 2, Room 213 to resolve their student account.

Failure to attend class does not constitute official withdrawal from a course or from Roxbury Community College.

RCC Academic Standing Policy

2016-2018 Academic Years

All RCC students are expected to maintain good academic standing toward the completion of their certificate or degree. A student's academic standing indicates the progress toward that certificate or degree based upon a minimum satisfactory cumulative grade point average (GPA) required each semester.

Students should be aware that these standards differ from those used by Financial Aid to determine good satisfactory academic progress. Therefore, a student may be eligible to maintain enrollment in their program of study, but not be eligible for Financial Aid. Please refer to the Financial Aid Satisfactory Academic Progress Policy for more information.

Academic Standing is a measure of a student's progress toward completion of a degree or certificate. Good Academic Standing establishes a minimum cumulative grade point average (GPA) based on credit hours attempted.

We strongly encourage all students to work closely with their academic advisor to ensure that they register for a credit load that will enable them to balance family and work responsibilities with the ability to complete their coursework successfully.

Good Academic Standing

The College considers a student to be in Good Academic Standing if they meet the following minimal cumulative grade point average (GPA).

Academic Warning

Students who fail to maintain the minimum cumulative grade point average for any semester will be placed on academic warning. Students on academic warning must consult with an Academic Advisor and take advantage of academic support services provided by the college by agreeing to and following an academic plan. It is not sufficient to consult with a faculty advisor.

Academic Probation

A student is placed on Academic Probation after failing to meet the academic plan following a semester on Warning status. Students have two consecutively enrolled (this is defined as NOT including summer) semesters of attendance to raise their cumulative grade point average to a level that places them in good academic standing.



A student who does not raise his/her cumulative grade point average to the level of good academic standing after two consecutively enrolled semesters of attendance will be suspended for one semester. Students on Academic Probation will be notified in writing by the College and are required to report to the Advising Center and can no longer report to his/her faculty advisor. A student may appeal the Academic Probation. Please refer to the section below concerning the Appeals Process.

Academic Suspension

Once a student has been placed on Academic Suspension, he or she will not be allowed to enroll in any classes for one semester. After the suspension period has expired, a student may apply for readmission to the College. The returning student must meet with a member of the Advising Center staff and discuss the specific steps to help ensure academic success. It is not sufficient to meet with his/her faculty advisor. The returning student will be placed on probation upon returning to RCC and must comply with all the components of Academic Probation, the academic plan, and achieve a term GPA of 2.5. A student may appeal the Academic Suspension. Please refer to the section below concerning the Appeals Process.

Students on academic warning, probation, or suspension will be notified in writing by the Office of Academic Advising at the conclusion of each semester. Students should be aware that their academic standing will be noted on the official transcript.

2016-2018 Suspension and Appeals Process

Students placed on academic suspension as a result of poor academic performance may file an appeal before the start of the semester in the Advising Center. Appeals will be heard for special or unusual circumstances that have negatively impacted the student's academic performance. It is the student's responsibility to present factual information with documentation to the Dean for Student Life for the reason that s/he should be readmitted. The Dean for Student Life or designee will carefully review the information and documentation. The decision will be either granting the readmission, or denying the student permission to re-enroll. Academic reinstatement does not automatically reestablish eligibility for Financial Aid. Please refer to (p.22) of the Financial Aid Satisfactory Academic Progress Policy for more information on the Financial Aid Appeals process.

The decision of the Dean for Student Life or the designee is final.

Academic Progress Appeal Forms can be obtained from the Advising Center (Academic Building 3- Room 219).

Graduation Requirements

To qualify for graduation, a student must meet the following conditions:

1. Qualify as a matriculated student as determined by the Enrollment Center.
2. Complete all course requirements as specified by the academic program of study with a minimum grade point average (GPA) of 2.00 for college-level

courses, unless other requirements are specified by the academic program. For specific major requirements, consult the Program of Studies.

3. Earn at least 60 college-level credits with at least 30 college-level credits from Roxbury Community College for an associate degree and 12 credit hours for a certificate.
4. Application: In order to officially graduate from RCC, a student must complete and submit an Application for Graduation Form available at the Registrar's Office (Administration Building 2, Room 102) by the announced deadline. All December and May graduates are invited and encouraged to participate in the May Commencement Ceremony. Students must meet all course requirements and financial obligations in order to participate.
5. Application Deadline for December 2016 Degree Completion: October 31, 2016. Application Deadline for May 2017 Graduation: March 7, 2017

Attendance

Students are expected to attend all scheduled class meetings. The course syllabus will include the instructor's attendance policy. Students must contact the instructor if they are unable to attend class. Students are responsible for all coursework during an absence. Instructors are not required to assign make-up assignments, exams, or extra credit. Excessive absences will have a negative effect on students' ability to meet the course objectives, and may result in a failing grade. Roxbury Community College supports and enforces the attendance policy as stated on every course syllabus.

Students who have missed, or know that they will miss, more than three consecutive classes due to illness should contact their dean and academic/faculty advisor. Upon receipt of documentation regarding the illness, the dean will notify the appropriate faculty in writing that the student's absence was due to a documented illness.

Absence Due to Religious Beliefs

Chapter 151C of the Massachusetts General Laws has been amended by the addition of section 2B which excuses the absence of students due to their religious beliefs. Under this law, any community college student who cannot attend classes, take an exam, or participate in a related activity on a particular day because of religious beliefs will be excused from that activity. In addition, the College will make available another opportunity for the student to complete the missed work, exam, or activity at no charge to the student, providing that this does not create any unreasonable burden on the institution. A student will not be subject to any prejudicial effects for exercising religious beliefs. Students should identify all absences due to religious beliefs for all instructors early in the semester, so that arrangements for students to meet course objectives can be made.

Change of Academic Major

To change your major:

1. Obtain a Change of Major Form from the Registrar in the Enrollment Center or Academic Advising.

2. Meet with your academic faculty advisor to discuss the change of program.
3. Complete the Change of Major Form and obtain the appropriate signatures.
4. Return the completed form to the Registrar's Office in the Enrollment Center.

NOTE: You may not register for courses in the new Program of Study until the form has been processed by the Registrar. When a major change is approved, you must meet all graduation requirements in effect at the time of the major change. Please be aware that a major change may lengthen the time needed to complete graduation requirements, and may affect financial aid eligibility.

Change of Name and/or Address

If you change your name or address while enrolled at the College, you must complete a Change of Name/Address form, which is available at the Registrar in the Enrollment Center.

Enrollment Certification

Enrolled students who require verification of enrollment for payment of tuition and fees or insurance purposes must obtain a Request for Certification Form available at the Registrar in the Enrollment Center. The processing time for certifications is three-to-five business days. Certifications are stamped with the official school seal and placed in a sealed envelope. Certifications may be forwarded directly to a third party if requested by the student. There is no fee for this service.

Loan Deferment Certification

Students who have student loans from other institutions may submit their loan deferment forms to the Registrar in the Enrollment Center for enrollment verification. You may only be certified for current or previous semesters in which they were registered. There is no fee for processing loan deferment forms.

Transfer Credits

Students who have attended another college may apply transfer credits toward a degree program at Roxbury Community College.

The following criteria must be met:

1. The course must be required in the student's course of study or fulfill a general education requirement.
2. A grade of "C" or better was earned at a regionally accredited college or university.
3. Passing "P" grades will be accepted for transfer credit only as general elective credits when a student can demonstrate that the "P" grade is equivalent to a "C" or higher.
4. Credits earned ten years prior to enrollment at Roxbury Community College are not accepted for transfer credit unless approved by the Vice President of Academic & Students Affairs at Roxbury Community College.

Transcript Requests

Transcripts are available in the Registrar's Office in the Enrollment Center for a fee of $10.00. A Transcript Request Form must be completed and submitted. Allow 5 business days for processing requests. Transcripts will not be released if you have outstanding financial obligations to the College.

Veterans Services

Administration Building (2), Room 102, (617) 541-5310

Roxbury Community College honors the service of our men and women in the military. Thank you for choosing RCC to further your education. Visit www.gibill.va.gov or contact your nearest VA representative (V.A. Buffalo: 888-442-4551) in order to obtain your Certificate of Benefits. Please bring a printed copy of your paperwork that confirms your status as a current or former member of the United States Armed Forces (example: DD 214), waivers, orders, and proof of health insurance.

Post 9/11 Veterans Information

Please visit http://www.gibill.va.gov/GI_Bill_Info/CH33/Post-911.htm for information concerning the Post 9/11 GI Bill. The Enrollment Center, Administration Building 2, Room 102 is the location of the RCC Veterans' Coordinator.

Massachusetts National Guard

If you are a current member of the Massachusetts National Guard, please visit http://mro.chs.state.ma.us/tuition/login.aspx for instructions on how to receive your tuition and fee waiver.

Senior Citizens

Residents of the Commonwealth of Massachusetts who are 60 years of age or older are eligible to enroll in credit courses on a space-available basis, tuition-free. However, all fees must be paid prior to the first class. Seniors may register with tuition waivers on a space-available basis.

Business Office

Payment - Tuition and Fees

Students are responsible for all tuition and fees at the time of registration. Students must pay all bills before the first day of classes. Students are able to view or print their bill online 24/7 by using Roxbury Community College's online portal: https://myrcc.rcc.mass.edu/ics/.

Roxbury Community College (RCC) accepts payments by Personal Check, Money Order, Travelers' Checks, VISA, MasterCard, AMEX or Discover. RCC also accepts employer, union and other third party payers. Please make sure to bring the documentation from your third party payer to the Business Office when settling your student account.

Students using financial aid must complete all required documentation prior to the

beginning of the term in order to have financial aid hold their classes. Students are considered cash payers until the financial award is approved.

Payment plans may also be available. The minimum down payment is 50% of the full balance. For specific information about the payment plans, contact the Business Office at (617) 541-5321, Administration Building 2, Room 213.

Health Insurance

Student registered for nine (9) or more credits are charged the health insurance fee as required by the Commonwealth of Massachusetts. Students who have health coverage may waive the health insurance charge. Students must log in to www.gallagherstudent.com/rcc. Sign in or register on the website and fill in the applicable information and a confirmation email shall be sent to you by Gallagher. Please keep a copy of your confirmation email for your records. Send Health Insurance inquiries to rccstudent@gallagherstudent.com or call (877) 320-6857.

If you do not waive your health insurance by the deadline, you will be responsible for the health insurance charge and any other fees or charges associated with the student account.

Refund Policy

The schedule of refunds for tuition and general college fees outlined in this page only applies when a class has been dropped, as established by the Enrollment Services Center. Application fees and Registration fees are non-refundable. Lack of attendance or course abandonment does not constitute a drop or withdrawal, and the student will be responsible for the full balance.



Refund policy rules:

There will be no refunds/adjustments for classes in which a student has registered for and not attended.

The Refund Policy applies to tuition and fees for all students who register for one or more courses at RCC. This policy goes into effect on the first day of classes for each semester. You may add or drop classes during the ADD/DROP period without charge, except for the registration fee which is non-refundable. The official start and end dates of the ADD/DROP period can be found online (http://www.rcc.mass.edu/academics/academic-calendar) listed as "Last Day for Schedule Changes".

Tuition Waivers

Several kinds of tuition waivers are available to Roxbury Community College students. These waivers include, but are not limited to, members of the National Guard, Veterans, Senior Citizens, Native Americans, State Employees, and Awards of the State. In order to receive a tuition waiver, you must present the waiver at the time of registration or before the first day of class. If you present the waiver after the first day of class, the College will make no adjustment. The Commonwealth of Massachusetts does not fund all courses; therefore, the use of certain waivers for those unfunded courses will be restricted.

Students with approved tuition waivers, tuition remissions, or tuition vouchers may register on a space-available basis, and fees must be paid. Tuition waivers, tuition remission, or tuition vouchers do not apply to special programs, seminars, or private instruction administered by the Division of Continuing Education (DCE). Also, certain tuition waivers, which apply to the state supported day division, do not apply to the Division of Continuing Education programs, including summer and winter sessions.

Billing Error or Dispute

Errors or disputes about a bill should be submitted in writing immediately within 30 days of finding the error, and allow applicable time to resolve/research any discrepancies (7-10 business days). Administrative, clerical, or technical billing errors do not absolve a student of their financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of your registration at Roxbury Community College.

The written inquiry must include: name and student ID, a description of the presumed error, and the dollar amount of the presumed error. Send billing inquiries by e-mail to businessoffice@rcc.mass.edu or by mail: Roxbury Community College, Business Office, Administration Building 2 Room 213, 1234 Columbus Avenue, Roxbury, MA 02120.

Returned Payments

Any declined payment by any financial institution of a check or Web Payment (ACH) issued to Roxbury Community College will result in the assessment of a $25.00 returned payment service charge. If this occurs, all future payments to Roxbury Community College must be made with guaranteed funds (credit card, cashier's check, money order, or cash). Personal checks will not be accepted.

Failed Payment Arrangements

Failure to comply with the terms of any payment plan or agreement you sign with Roxbury Community College may result in a student's ability being forfeited to register for future payment plans.

Financial Holds

Students who have not met their financial obligations will be placed on Financial Hold. This Financial Hold will prevent students with outstanding balances from registering for future classes, and requesting transcripts.

Collection Agency Fees

If a student fails to fulfill their financial obligations by not paying any monies owed Roxbury Community College by the scheduled due date, and fail to make acceptable payment arrangements to bring their account current, Roxbury Community College may refer their delinquent account to a collection agency pursuant to MGL C.7A and 815 CMR 9.00. A student is responsible for paying the delinquent account and any collection agency fees, including reasonable attorney's fees, necessary for the collection of a delinquent account.

Intercept Program of the Commonwealth of Massachusetts

A delinquent account may be referred to the Intercept Program of the Commonwealth of Massachusetts which intercepts state and/or federal payments (for example, tax refunds) under MGL C.62D and C.7A.

College Resources and Services

Athletics

The Athletics Department offers students the opportunity to participate in intercollegiate, intramural, and recreational activities. NJCAA Division III Intercollegiate teams exist for basketball (men and women), soccer (men) and indoor and outdoor track & field (men and women). The Reggie Lewis Track and Athletic Center at Roxbury Community College also offers other recreational activities, including cardio, weights, a 200m track and basketball courts. For team schedules or more information about the program



offerings, contact the Athletics Department in the Reggie Lewis Track and Athletic Center at (617) 541-2475.

Reggie Lewis Track and Athletic Center (RLTAC) Membership

- All Roxbury Community College Students may use the RLTAC.
- The student will be issued a membership card for that semester (Fall or Spring), which can be renewed for subsequent semesters (Fall or Spring), when the student shows proof of registration. Otherwise, the membership will expire at the end of each semester.

For more information about RCC student memberships, please contact the RLTAC Membership Office at (617) 541-2488.

Bookstore

Academic Building (3), First Floor, Room 111

The Follett Bookstore sells textbooks and instructional materials required for your courses. You will find supplies, trade books, clothing, gift items, assorted software products, and snack items. Books and other gift cards are available. For your convenience payment can be made by MasterCard, Visa, American Express, and Debit cards. Financial Aid Bookstore Credit can also be used to purchase required supplies and materials for students with Pell awards.

Rent-A-Text

Your Campus Bookstore is offering textbook rental through Rent-A-Text with a Debit or Credit Card for collateral, saving you more than half off the sales price on every single book you rent. Because we have direct access to your instructors' book lists, it – and only it – can guarantee that the books you rent are the right ones for your classes. And unlike online rental companies, your Campus Bookstore carries all your other course materials too. As in one-stop-shopping, with Rent-A-Text, you pick up your rental textbooks at the bookstore instead of having them shipped, so there's no waiting by the mailbox for them to be delivered. There are no shipping costs which mean more money in your pocket.

Hours of operation:	*Monday to Thursday*	*9:00A.M. - 5:00P.M.*
	Friday	*10:00A.M. - 2:00P.M.*

During the first two weeks of each semester, extended hours are posted.

Campus Safety

Mission Statement

The Mission of the Roxbury Community College Department of Public Safety is to provide a safe and secure atmosphere conducive to the College's goals of higher learning. Roxbury Community College strives to deliver a form of high-quality, efficient and professional service to all students, faculty, staff, and visitors and is dedicated to developing partnerships with the communities served. These partnerships provide a learning environment that supports academic freedom, respect for diversity, fair and equal treatment to all, and open exchange of ideas.

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act requires all institutes of higher education to disclose campus policy statements and crime statistics. Our annual report is available at www.rcc.edu/clery .

Role, Authority, and Training

Roxbury Community College contracts with U.S. Security Associates, Inc. to provide safety and security services to RCC community 24-hours a day, 365 days a year. The Office is comprised solely of unarmed, non-sworn security officers that do not have powers of arrest. All officers receive their security-based training from U.S. Security Associates and should a situation arise where law enforcement is needed, a Public Safety officer will notify Boston Police who will respond to campus. All crimes and criminal activity are reported to and investigated by Boston Police or the Massachusetts State Police.

Working Relationship with Local, State, and Federal Law Enforcement Agencies

Public Safety maintains a cooperative relationship with the Boston Police Department and the Massachusetts State Police. There are currently no mutual aid agreements, or radio communications interoperability with any outside agencies. Public Safety does not participate in local or regional law enforcement meetings or joint department trainings.

Building Evacuation Procedure in an Emergency

1. When an alarm sounds, listen carefully to instructions received via the public address system.
2. If you receive instructions to evacuate, walk to your designated stairwell. Do not use elevators while an alarm is sounding.
3. When exiting your classroom, laboratory, or office areas, take only wallets and handbags; all doors should be closed not locked.
4. When descending the stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.
5. Proceed cautiously to your designated relocation area unless otherwise instructed. (the following are designated areas for relocation: parking lot 1 for the student center, academic south plaza for academic south, academic north plaza for academic north and the media arts plaza for both the administration and media arts). Do not panic.
6. Once you reach your designated relocation area, remain there for further instructions or the “all clear” command is given.
7. No one should under any circumstances return to the building unless directed by the p.a. announcement.

This evacuation procedure has been posted on walls and in all hallways around campus for your safety.

Career Gateway

http://www.rcc.mass.edu/current-students/career-gateway

Career Gateway is an online program that assists Roxbury Community College students in developing an understanding of career options and connects students to local professionals and area businesses offering mentoring and career development. Career Gateway builds on a student's and job seeker's career development by connecting them to real-life professionals and is achieved online by:

Linking careers students are interested in with local companies hiring those careers through online career discussion boards

Connecting with company volunteers in the community through career discussion forums

Taking their education out of the classroom by participating in work-based career activities

Internships

Internships allow you to explore a career area of interest while earning credit at the same time. The Coordinator of Cooperative Education will assist you in locating an internship that works for you. A variety of agencies and employers are ready to place Roxbury Community College interns. If you have taken English Composition I, and at least three courses toward your degree, you are eligible to sign up for an Internship. Meet with an Internship Coordinator during pre-registration to ensure a timely placement.

Honors Program

Roxbury Community College's Honors Program provides a learner-centered educational experience suited to students' research interests. The Honors Program offers academically talented students a stimulating, challenging, and rewarding academic experience through independent research and creative work.



Phi Theta Kappa is the National Honor Society for community college students. Alpha Iota Mu is the Roxbury Community College's chapter of the Society. Members of Phi Theta Kappa are recognized for their academic achievement as well as for leadership and service.

To be eligible for membership, you must meet the following criteria:

1. Full-time enrollment and completed at least 12 credits.

2. Completion of at least two semesters at Roxbury Community College.
3. Achievement of a cumulative grade point average of 3.50 or higher, in college-level courses.

Transfer to Baccalaureate College or Universities

Academic Building (3), Room 219A

Transfer Program

Students who intend to pursue a bachelor's degree are encouraged to begin planning during their first semester at Roxbury Community College for transfer to a four-year institution. Although each student is responsible for ensuring that Roxbury Community College credits are transferable, academic advisors and transfer counselors are available to help coordinate academic programs at RCC with the transfer requirements of four-year institutions. Students who have been admitted to an associate degree program at Roxbury Community College may be eligible to participate in one of the several transfer agreements that the College maintains with four-year colleges and universities that guarantee admission of Roxbury Community College graduates and/or acceptance of specified RCC course credits.

Transfer Counseling

Transfer Services is prepared to guide these students through the transfer process by assisting with the appropriate choice of a major, guidance with selecting four-year colleges, completing and submitting applications for admission and financial aid, as well as supporting students when they are making decisions once acceptances have been received.

College Fairs bring over forty (40) colleges to the Roxbury Community College campus each semester which offer students another vehicle for counseling directly from the four-year college transfer admissions representatives. Transfer fairs also allow students the ability to explore multiple options for transfer to the four-year college. For more information about Transfer Fair dates and transfer information sessions, go to www.http://www.rcc.mass.edu/current-students/transfer-services or visit Transfer Services in the Academic Building 3, room 219A.

Mass Transfer

Mass Transfer is a statewide transfer policy. Mass Transfer provides RCC graduates, who complete designated associate degrees under Mass Transfer, the ability to transfer to a four-year state college or university with benefits of the full transfer and applicability of credit, guaranteed admission, and a tuition discount (based on the student's final grade point average) to linked baccalaureate programs at the state college or university.

All Associate in Arts degrees offered by Roxbury Community College meet the Mass Transfer General Education Transfer Block. Associate degree programs under Mass Transfer is linked to baccalaureate degrees and schools at the Massachusetts state colleges and University of Massachusetts campuses across the Commonwealth. The list of associate degree programs and linked baccalaureate programs under Mass

Transfer are available at www.mass.edu, as well as on the transfer websites at the individual public higher education institutions.

A student completing minimum requirements for Mass Transfer eligibility will have completed the following 34-credit general education transfer block, exclusive of developmental coursework:

General Education Transfer Block	
English Composition/Writing	6 credit hours
Behavioral and Social Sciences	9 credit hours
Humanities and Fine Arts	9 credit hours
Natural or Physical Science	7 credit hours
Mathematics/Quantitative Reasoning	3 credit hours
Total	34 credit hours

A student completing an associate degree under who seeks admission to a linked baccalaureate program under Mass Transfer will be entitled to the following benefits based upon the final cumulative grade point average at the community college awarding the degree:

A. A final cumulative grade point average of a 2.0 or higher

i. Waives the admissions application fee and essay

ii. Guarantees the full transfer of college-level credits, including "D" grades, applied to the degree requirements of the linked baccalaureate degree or school at the state college or University of Massachusetts campus such that the Mass Transfer student will be required to complete no more credits or courses than a native student with the following stipulations:

- The student changes his or her major.
- If the linked baccalaureate program requires a higher grade point average or specific courses for the major which are required of native students, the Mass Transfer student must meet these requirements.

iii. Satisfies the general education requirements at the receiving institution with the receiving institution able to add no more than six additional credits / two courses in compliance with the New England Association of Schools and Colleges' Standards for Accreditation. This will apply when the receiving institution already places these requirements on its native students and will determine at its discretion which credits, if any, shall be required.

Note: College-level course credits awarded by the sending institution through CLEP, challenge examinations, and credit for prior learning shall be included when a student qualifies under Mass Transfer.

B. A final cumulative grade point average of a 2.5 or higher

i. Grants all of the benefits outlined in section 1A.

ii. Guarantees admission to the linked baccalaureate degree or school at a Massachusetts state college or University of Massachusetts campus with the following stipulations:

- If the linked baccalaureate program requires a higher grade point average which is required of native students, the Mass Transfer student must meet this requirement.
- If because of space or fiscal limitations the receiving institution does not admit all qualified applicants to a given major or program, the receiving institution will use the same criteria for Mass Transfer applicants as it does for its native students.
- Students must be in good academic, fiscal and disciplinary standing with all previous institutions.

C. A final cumulative grade point average of a 3.0 or higher

i. Grants all of the benefits outlined in sections 1A and 1B.

ii. Guarantees a tuition waiver equal to 33% of the Massachusetts resident tuition rate at a state college or University campus for two years of undergraduate enrollment with the following requirements:

- Enrollment is continuous at the state college or University campus.
- The student earns a cumulative grade point average of a 3.0 or higher for the first year of enrollment at the state college or University of Massachusetts campus.

iii. *Note: For students demonstrating compelling hardships, institutions may exercise professional judgment regarding the above conditions.*

Mass Transfer replaces the former Commonwealth Transfer Compact and/or Joint Admissions Programs as a statewide transfer policy. The Mass Transfer policy was implemented in fall 2009. For more information about Mass Transfer visit the website: www.mass.edu/masstransfer.

Cross Registration

Sampling the environment and coursework at a four-year college can help students choose the campus that will best meet their needs. Cross-Registration allows students to take courses at select local colleges while they are enrolled as a degree seeking student at Roxbury Community College. Students must have completed between twelve and thirty college-level credits to be eligible for cross-registration.

Students are strongly advised to visit the Transfer Services in the Academic Building 3, Room 219 the semester prior to cross-registering to create their academic schedules. Students are permitted to cross register for one-course per semester. Cross Registration is not available for evening or weekend or summer classes. Cross Registration is not permitted during late registration periods. Please meet with your advisor to learn about cross registration.

Articulation Agreements

Roxbury Community College has developed articulation agreements with several public and private baccalaureate institutions for students who have completed their Associate Degree and wish to transfer. These articulation agreements stipulate that RCC graduates must meet admission standards at the host institution in order to be admitted into specific program majors with full junior standing. The agreements are designed to provide full course equivalencies to maximize transfer credits. Articulation agreements are always being developed and renewed. Visit Transfer Services in the Academic Building room 219 for a complete listing of the most up-to-date agreements. Articulation agreements guarantee transfer of credit only after a candidate is accepted into the four-year college/university. Please consult with the Coordinator of Transfer Affairs and Articulation about these particular articulation agreements.

Health Services

Visit Health Services, Student Center Building 4, Room 313.

A licensed nurse will provide care for common illnesses and injuries such as headaches, colds, and wound care. For emergencies Health Services or Public Safety will call 911 for further assistance when needed.

For emergencies, RCC will call 911. The Family Van sponsored by Harvard Medical School is on campus every Tuesday morning. The Family Van provides community health screenings and medical referrals at no cost. The RCC Student Health Services, Student Center, Room 4-313 is staffed by a licensed nurse and is an option for non-emergency situations.

Destination: College

Division of Student Life, The Learning Center, 3-207, (617) 933-7447

Destination: College is a transition to community college program designed for GED/HiSET students who are ready to begin their college careers and/or prepare themselves to enter the workforce. It is funded by the Massachusetts Department of Elementary & Secondary Education.

Students entering RCC through this program have full access to the resources afforded all RCC students. In addition, all participants are required to complete (4) college courses: College Experience, Microcomputer Applications, English (level determined by placement), and Math (level determined by placement). Students earn transferable credits to a degree program of their choosing while benefiting from learning cohorts, tutoring sessions, Accuplacer (placement testing) prep workshops, attending facilitated study hall sessions, and meeting with their advisor in group and one-on-one sessions. In addition to academic support, Destination students also have access to financial and career counseling services, provided on-campus as well as in collaboration with agencies located throughout Boston.

For eligibility criteria and the current application, please visit the website: http://www.rcc.mass.edu/destination-college.

Disability Services

Academic Building (3), Room 207, (617)708-3562

Roxbury Community College is committed to creating an educational environment that promotes academic excellence and personal exploration for all students. This includes a commitment to achieving equal educational opportunity and full participation for persons with disabilities. Our goal is to ensure a comprehensively accessible college experience where individuals with disabilities have the same access to programs and activities as all others. This policy derives from the College's overall commitment to non-discrimination of all persons in employment, creating accessible facilities, student programs, activities, and services.

To this end, RCC strives to achieve excellence in its services and to assure that its resources are delivered equitably and efficiently to all of its students.

Library

Academic Building (3), Room 211

The library at Roxbury Community College offers information resources and services that support the academic programs of the College. The entrance to the library is on the 2nd floor.

Informational Resources:

- Over 30,000 circulating and reference books. This includes many required textbooks on reserve for use in the library.
- Over 50 online databases containing tens of millions of articles from journals, magazines, and newspapers.
- Over 40 paper periodical subscriptions including journals, magazines and newspapers.
- Audiovisual material including videotapes and DVDs for classroom or in-library use.

Library Services:

- Borrowing Services: Circulation of library materials including audiovisual equipment for classroom use.
- Reference Services: Research help for reference questions and research.
- Instruction Services: Class and individual instruction in research methods and information literacy.
- Interlibrary loan: The delivery to RCC library users of books and documents that belong to other libraries.
- Library web site development to provide subject research guides and online tutorials.

Interlibrary Cooperation

- RCC Library is a member of the Metro Boston Library Network. This includes the Boston Public Library and other public and school libraries. Students may place online orders from a selection of over a million items. The materials are delivered to the RCC Library and students are notified to pick them up. Aside from books related to academic courses, these items also include bestselling books, foreign language books, and videos.
- The library also belongs to the Fenway Library Consortium which includes 15 primarily academic libraries in the Boston area, most within walking distance of RCC. You may borrow books from any of these libraries. To retrieve materials from these libraries, simply present an active RCC library card. You may also order books from these libraries and have them sent to the RCC Library where they can be borrowed.

The following is a list of consortium members: Brookline Public Library and libraries at Emerson College, Emmanuel College, Hebrew College, Lesley University, Mass. College of Art and Design, Mass. College of Pharmacy & Health Sciences, Museum of Fine Arts Museum School, New England Conservatory of Music, Simmons College, Suffolk University, UMass Boston, Wentworth Institute, and Wheelock College.

Lost and Found

Campus Security Office, Building 3, Room 109

Parking

Vehicles must be registered with the Security Office where parking stickers are issued. Vehicles without stickers, those parked in unauthorized areas or parked in handicapped spaces without appropriate authorization, are subject to being ticketed and towed at owners expense. Parking is available at the Cedar Street lot adjacent to the Student Center. Overnight parking is prohibited.

Public Transportation

Roxbury Community College is accessible via the Orange Line subway (Roxbury Crossing T Station) and various MBTA bus routes.

Student I.D.

Students must obtain identification cards at the beginning of their first semester. The I.D. card is necessary to borrow books from the Library and to access the Learning Center. Current semester validation stickers may be obtained from Campus Security. Replacements for lost cards are available for $5.00. I.D. cards must be shown to any member of the Roxbury Community College faculty, staff or security personnel upon request. The I.D. office is located in Room 109, Campus Security in the Academic Building.

Roxbury Community College Website

The RCC website is located at http://www.rcc.mass.edu. This website provides comprehensive information about the College, including information on College news

and events. Note that this website is designed to provide an overview of College activities and is not used to provide current students with comprehensive information on deadlines or academic requirements. For this information, please visit MyRCC.

From the RCC website, students can navigate to all the online services specifically designed for current students. When students first register for a course, they are issued RCC email accounts and unique usernames and passwords which allow them access to password-protected areas of the College's online information and communication system. These areas include: MyRCC, MyPasswords, RCC student email, and Pharos.

MyRCC

MyRCC is a student portal information system (part of the College's administrative implementation of Jenzabar's Internet Campus Solution (JICS)). MyRCC provides a single point of access for students for communications, web services, community building, and e-learning applications. It allows students to:

- Register for (Add) courses
- Drop courses
- View personal course schedule
- Search for courses meeting certain criteria
- View a complete course schedule
- Update address and other personal information
- Download course materials
- View/print unofficial transcript
- View account balance
- View grades/GPA

Logging into MyRCC

- Go to the Roxbury Community College homepage and click on the MyRCC link at the top of the screen. (Or go directly to the MyRCC homepage by entering http://myrcc.rcc.mass.edu in the browser address window.)http://myrcc.rcc.mass.edu
- Type in your User ID and Password, then click on Login.
- Your password is a unique set of letters and numbers. Obtain your Password from the Academic Advising Office or your advisor or by entering the MyPasswords area (see below).

BEST PRACTICE: We recommend that you change your default password to something more secure and something you will remember. Once you have logged in, you can change your password under Personal Info — Password.

MyPasswords

Students can login to MyPasswords with personal information that is unique to them:

RCC student ID, date of birth, and the last 4 digits of SSN. Please direct new students and returning students who do not know their login information to the MyPasswords application.

To access MyPasswords:

- Go to the Roxbury Community College homepage and click on the MyRCC link at the top of the screen. (Or go directly to the MyRCC homepage by entering http://myrcc.rcc.mass.edu in the browser address window.)
- On the MyRCC homepage, click on the Start Here link under the Quick Links header on the left side of the screen.

Go to **MyRCC** at http://myrcc.rcc.mass.edu

- Click on the **Start Here** <https://forms.rcc.mass.edu/stu/Login.aspx?ReturnUrl=%2fstu%2fDefault.aspx> link under Quick Links (on the left hand side of the screen).
- Fill in the required information. MyPasswords will provide you with all of your login information for the common software systems for students on campus, including MyRCC, RCC email and Pharos.

PLEASE NOTE:

- For new students it still will take 24-48 hours after they are admitted to generate/display their login information.
- If a student has changed their default password(s) and forgotten them, they need to go to the specific application login page and click on the "Forgot my password" or "Help me login" link. MyPasswords only provides the original default password.
- As a safety precaution, the MyPasswords report will automatically logout after 5 minutes of inactivity.

RCC Student E-mail

The RCC student e-mail system is powered by Gmail, Google's e-mail system. All RCC students are assigned a unique RCC student email account using the domain name …@roxbury.edu (i.e. [username]@roxbury.edu). A student's username is usually – but not always – their first initial+last name. The [username]@roxbury.edu account is the student's official RCC email address. This is the only address which the college will use to communicate important school information. This is RCC's official electronic messaging system for students and only e-mail the college will use to communicate important school information.

NOTE: E-mail accounts for new students may take up to 48 hours to become active.

Logging into your RCC Student E-mail

To access your RCC student e-mail, follow the steps below.

- Go to the Roxbury Community College Homepage.
- Click on the "MyRCC" link at the top of the screen

- Click on the “Student Email” link under the Quick Links header to the left of the screen.
- Enter your student email address and your password, then click on the Sign In button.
- a. Your default password for your email is rcc + student ID. For example, if your student ID is 12345, your password is rcc12345.

BEST PRACTICE: We recommend that you change your default password to something more secure and something you will remember. Once you have logged in, you can change your password under your e-mail Settings — Accounts.

For more information and instructions on how to use the RCC student e-mail system http://mail.google.com/support/?ctx=about&hl=en

eLearning

Jenzabar eLearning is a web-based Learning Management System fully integrated with the college’s student information system. eLearning provides the platform for delivering course materials and content for students to enrich the learning experience. Faculty can track and update student grades, schedule coursework, track attendance and deliver a variety of content to students. Forums provide the interaction between students and instructors through real-time chat or real-time collaboration space.

Pharos

Pharos is the name of the college’s Print Management System which allows registered students access to computers and printers across the RCC campus.

Turnitin

Turnitin is a digital assessment suite that allows educators to check students’ work for improper citation or potential plagiarism by comparing it against continuously updated databases, grade papers online, to create Peer Review assignments that students use to evaluate and learn from one another’s work, and manage grades and assignments online.

Your instructor may ask you to submit a paper using Turnitin.

To submit a paper to Turnitin follow the steps below:

- Open an internet browser (Internet Explorer, Google Chrome, Firefox, Safari).
- In the web address field, type: http://www.turnitin.com
- Click on the New User link.
- Follow the directions on this page to help you create your user profile. You need the class ID and an enrollment password from your instructor. Once you finish creating your profile, you will be logged in to Turnitin.
- Click on your class name to open the class portfolio.
- To submit a paper, click the submit button next to the paper’s assignment.

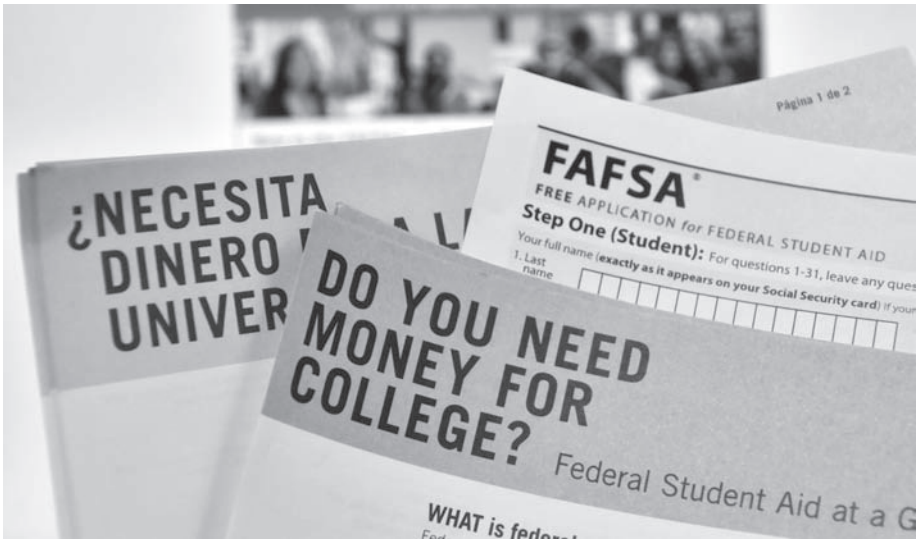
- Enter a title for your paper.
- Click the browse button and locate the paper you want to submit on your computer. Turnitin accept submissions in the following formats: MS Word, WordPerfect, RTF, PDF, PostScript, HTML, and plain text (.txt).
- Click submit to upload your paper.
- Make sure you selected the correct paper; click "yes, submit" to finalize your submission. A confirmation receipt will be e-mailed to you.
- Click the portfolio icon to return to your portfolio and view your submission.

Financial Aid

BUILDING 2, ROOM 201, (617) 541-5322

http://www.rcc.mass.edu/future-students/financial-aid/how-to-apply

The Office Financial Aid at Roxbury Community College assists students and their families in meeting the costs of a college education. Roxbury Community College participates in a wide range of federal, state, and private financial aid programs. Students should be aware that all institutions, including Roxbury Community College, are subject to adjustments in funding allocations from both the Commonwealth of Massachusetts and the United States Department of Education.



How to Apply

In May 2015, the FAFSA PIN was replaced with a FSA ID and Password. Complete your Free Application for Federal Student Aid (FAFSA) using your FSA ID. Apply at www.fafsa.gov

Your application for financial aid will be reviewed once it is submitted and you have been accepted into a qualified academic program.

Initially, we will use the email you provided on your FAFSA application to notify you of any documents needed to complete your financial aid. Once you have registered for classes, you will be assigned an RCC email. Please monitor your RCC email for financial aid notifications and updates.

Please remember to reapply for aid every year. The State of Massachusetts priority deadline is May 1st, so complete your FAFSA as early as possible. While you should try to meet this priority deadline, you will still receive the full amount of federal aid each year. Remember your FSA ID and Password, you will need it often.

Approximately 30% of all students are chosen by the Department of Education to complete a process called Verification. If you are chosen for Verification we cannot complete your financial aid award until we have collected and reviewed your documents. Mark all documents clearly with your name and RCC student ID number.

Keep copies of everything.

Processing of applications and awarding begins in late March/early April for new students and every June for returning students.

Eligibility

Make sure you are eligible to receive financial aid. To receive federal, state, and institutional financial aid, you will need to:

- have a high school diploma or GED
- be enrolled in an eligible degree or certificate program
- be registered with Selective Service, if required
- have a valid Social Security number
- not be in default on a federal loan or owe a repayment on a federal grant at any institution
- not have been convicted of possessing or selling illegal drugs while receiving federal and state aid
- be a U.S. citizen or eligible noncitizen
- maintain satisfactory academic progress

State and private financial aid programs may have other requirements. The Office of Financial Aid looks forward to working with you. Services are available by appointment and walk-in.

Institutional Policies

Affirmative Action

Non-discrimination requires the elimination of all existing unlawful discriminatory conditions, whether purposeful or inadvertent. Roxbury Community College is continuing to systematically examine all policies and procedures to be sure that they do not, if implemented as stated, operate to the detriment of any person on the basis of a protected classification. The College shall require that the practices of those

responsible in matters of employment and education, including all supervisors and faculty, are non-discriminatory. Should the College discover discrimination in treatment or effect in any employment, educational or service decision, action, inaction, or practice within the College, all appropriate corrective and/or disciplinary actions shall be taken under the direction of the President of the College subject to any applicable collective bargaining agreement or other policy or procedure of the College.

Roxbury Community College is committed to a policy of Affirmative Action, equal opportunity, equal education, non-discrimination, and diversity, thereby providing a learning, working, and living environment for its students, employees and other members of the College Community, which values the diverse backgrounds of all people. The College believes that the diversity of socio-economic, racial, ethnic, religious, gender, sexual orientation, age, and disability backgrounds of members of the College Community enriches the institution and its various constituencies. The College will not tolerate behavior based on bigotry, which has the effect of discriminating unlawfully against any member of their communities.

Roxbury Community College is committed to providing equal access to educational, co-curricular, and employment opportunities at the College for all applicants, students, and employees in compliance with all applicable laws, regulations, and policies. All benefits, privileges, and opportunities offered by the Colleges are available to all students, employees and other persons having dealings with the institutions on a non-discriminatory basis.

The complete text of this policy is in the office of Human Resources, and may be found online at http://www.rcc.mass.edu/about-us/policies-procedures or in the "Affirmative Action, Equal Opportunity, and Diversity" link at the bottom of the MyRCC main page.

Children on Campus

Unattended children are not permitted on campus. Children should not accompany their caregivers to testing, classroom, or laboratories while classes are in session. If you need assistance identifying dependable day care, the PROJECT ACCESS @ RCC Office may be able to assist.

Computer Policy

A. Background

Roxbury Community College's information technology resources have been assembled to facilitate the pursuit of excellence in the College's missions of teaching, learning, and service to the greater Roxbury community. The opportunity to use computing systems and software, as well as internal and external data networks, is important to all members of the College community. To preserve that opportunity for the full community, each individual faculty member, staff member, and student must comply with institutional and external standards for acceptable use of these shared resources. Although modest personal use of College-supplied technology resources may improve the skills of individual users and otherwise contribute indirectly to the College's mission, these resources should be used primarily for College-related educational

and administrative purposes. By using College information technology facilities and resources, users agree to abide by all related College policies and procedures, as well as applicable federal, state, and local law. Violations may result in College disciplinary action or referral to appropriate external authorities.

The use of College computing resources-like the use of any other College-provided resource and like any other College-related activity-is subject to the normal requirements of legal and ethical behavior within the College community. Thus, legitimate use of a computer, computer system, or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not those restrictions are built into the operating system or network and whether or not they can be circumvented by technical means.

B. Scope of Policy

This acceptable use policy applies to all users of College information technology (IT) resources. This includes the resources under the management or control of the Information Technology Department (IT). Definitions to be used in this policy include the following:

A "user" is defined as any individual who uses, logs into, or attempts to use or log into, a system; or who connects to, or attempts to connect to or traverse, a network, whether by hardware or software or both, whether on campus or from a remote location. The term "user" thus includes faculty, staff, students, consultants, and other customers.

"Information technology resources" are those facilities, technologies, and information resources required to accomplish information processing, storage, and communication, whether individually controlled or shared, stand-alone or networked. Included in this definition are all classroom technologies, communication devices and services, such as, but not limited to, computers, printers, modems, e-mail, fax transmissions, video, multi-media, instructional technologies, and administrative systems policy.

C. Security and Privacy

The same principles of academic freedom and privacy that have long been applicable to written and spoken communications in the College community apply also to electronic information. The College cherishes the diversity of perspectives represented on this campus and, accordingly, does not condone either censorship or the casual inspection of electronic files.

The College employs various measures to protect the security of its computing resources and of its user accounts. Users should be aware; however, that the College cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing passwords regularly. The College respects encryption rights on its networks and may itself encrypt information and transactions when secure confidentiality is an obligation.

Users should also be aware that their use of College computing resources is not completely private. While the College does not routinely monitor individual usage

of its computing resources, the normal operation and maintenance of the College's computing resources require the backup of data and communication records, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service. The College may also inspect files or monitor usage for a limited time when there is probable cause to believe a user has violated this policy. Inspections or monitoring related to violations of this policy must be authorized in advance by the Chief Information Officer or by the Chief Information Officer's designee, in consultation with College counsel. Such inspections or monitoring will be conducted with notice to the user, unless, after consultation with College counsel, it is determined that notice would seriously jeopardize substantial interests of the College or of third parties. In addition, a supervisor or principal investigator may find it necessary to retrieve a file of assigned work by inspection without notice when an employee is unavailable for timely consultation.

In addition, users should be aware that their right to privacy in electronic records may be subject to the College's obligation to respond to subpoenas or other court orders, reasonable discovery requests, and requests for documents pursuant to Commonwealth of Massachusetts laws. College administrative records are subject to public record requests, unless an express exception recognizes the confidentiality of the material. By statute, public records include all "records, documents, tape or other information, stored or preserved in any medium," whether generated by College administrators, faculty, or staff. Although it is the College's position that personal electronic files of faculty, staff, and students are not ordinarily to be considered "public records," users should be aware that a court of law, and not College officials, may ultimately decide such issues.

D. Individual Responsibilities

D1. Use resources appropriately. Uses that interfere with the proper functioning of the College's information technology resources are prohibited. Such inappropriate uses would include but are not limited to insertions of viruses into computer systems, tapping network or running a "sniffer" program, e-mail abuse, Internet abuse, chain letters, destruction of another's files, use of software tools that attack IT resources, violation of security standards, and the like.

Sending and receiving e-mail involves the same responsibilities and approach as would be used when sending or receiving any other form of communication - written or printed mail, fax, telephone call, etc. In general terms, anything that might be unacceptable, and possibly illegal, in other forms of communication will be equally unacceptable and possibly illegal online. E-mail abuse is defined as:

- Sending frivolous or excessive messages, including junk mail, "spamming", chain letters, and other types of unsolicited messages;
- Sending unauthorized broadcast or mass e-mail messages;
- interfering with the normal operation and availability of electronic communication systems and services such as e-mail;
- Sending messages that contain offensive, obscene, or otherwise objectionable material.

Internet abuse is defined as use of College provided Internet services for viewing, sending, or retrieving any of the following:

- Pornographic material.
- Commercial or for-profit purposes.
- Personal and private enterprise.
- Personal advertisement or political lobbying.
- Actions that would destroy, modify, or abuse hardware and software.
- Actions that would overload the system bandwidth, such as the downloading of music files.
- Infiltration of a computer or computing system for any reason.
- Roxbury Community College reserves the right to monitor Internet use, and determine if specific uses are consistent with these acceptable use practices. Users should also be advised that, in addition to being a violation of College rules, certain computer misconduct is prohibited under Massachusetts General Laws, c.266 subsection 33 (a) and 12 (f) and is, therefore, subject to criminal penalties. Such misconduct includes knowingly gaining unauthorized access to a computer system or database, falsely obtaining electronic services or data without payment of required charges, and destroying of electronically processed, stored, or in–transit data.

D2. Respect the rights of others. Interference with the ability of other users to make appropriate use of the resources is prohibited. Such inappropriate uses include, without limitation, invading the privacy of another's files or otherwise gaining unauthorized access to the files of another. Such uses would include but are not limited to denial of service attacks, misrepresentation, forgery, use of software tools that attack IT resources, and the like.

D3. Adhere to data access policies. Accessing restricted data without permission or need to know is prohibited. Where access to restricted data is permitted, use of such data shall be limited to the purpose for which access was authorized. Secondary use of College data subject to access restriction, without adhering to the restrictions, is also not permitted.

D4. Adhere to software licenses. Persons loading software on any College computer must adhere to all licensing requirements for the software. Except where allowed by College site licenses, copying software licensed for College use for personal use is a violation of this policy. Users are responsible for adhering to agreements for databases licensed by the College.

D5. Avoid personal use. Information technology resources, particularly e-mail, shall not be utilized for personal use, commercial gain, for charitable solicitations, for personal political activities, such as campaigning for candidates for public office, or for lobbying of public officials. For purposes of this policy, "lobbying" does not include individual faculty or staff sharing information or opinions with public officials on matters of policy within their areas of expertise.

D6. Use College name as authorized. Unless authorized to speak for the College, users should avoid creating the impression they are doing so. Users shall take appropriate steps to avoid the possible inference that communication of a message via the College e-mail system or posting to an electronic forum connotes official College authorization or endorsement of the message.

D7. Obey external laws. Information technology resources shall not be used in a manner that violates federal, state, or local law, including without limitation the federal requirement that the College provide employment and educational environments free from race-based or gender-based hostility, state criminal laws forbidding harassment, exhibition of obscene materials to minors, rental or sale of hard core pornography, official misconduct, computer crime, and federal and state copyright and fair use laws.

D8. Adhere to security requirements. Users will not share their network ID and password with any other user or unauthorized person on or off campus.

E. Administration and Enforcement

RCC's Information Technology department is charged with communicating this policy to the user community to ensure the appropriate use of these resources. Requests for interpretation of the policy as applied to particular situations may be directed to the appropriate College administrator, such as the Office of Human Resources, IT, or to the Office of the Community College General Counsel.

Reports of apparent violations of the policy may be made to IT, to an employee's supervisor, the Human Resources Department or, in the case of a student, to the Office of the Dean of Student Life. Where violations of law are alleged, College Security Office or the Office of the Community College General Counsel should be contacted. In most instances, concerns of possible violations of this policy will be addressed informally by discussion or admonition. Where sanctions are appropriate, they may include a formal reprimand, loss of user privileges for a definite or indefinite period, termination of employment, or, in the case of a student, probation, suspension, or expulsion from the College.

A Supervisor, Department Manager, Dean, or Vice President will address violations of this policy by staff members and have full authority to sanction an immediate stop to the actions in question. Appeals from any formal disciplinary action taken against a unit professional staff member will be governed by their specific contractual grievance procedure. The Complaint Procedure of the Board of Higher Education Non-Unit Professionals Personnel Policies will govern non-unit staff. The Dean of Student Life will address violations of this policy by students.

F. Disclaimer

The College makes no warranties of any kind, whether expressed or implied, with respect to the information technology services it provides. The College will not be responsible for damages resulting from the use of communication facilities and services, including, but not limited to, loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions caused by the negligence of a College employee, or by

the user's error or omissions. Use of any information obtained via the Internet is at the user's risk. The College specifically denies any responsibility for the accuracy or quality of information obtained through its electronic communication facilities and services, except material represented as an official College record. The College also does not accept responsibility for removing material that some users may consider defamatory or otherwise offensive. Users should be advised, however, that dissemination of such material may subject them to liability in other forums.

CORI Policy

In order for a student to be eligible to participate in an academic, community, or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the student may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The College is authorized by the Commonwealth's Criminal History Systems Board pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. The College shall refer to regulations issued by the Commonwealth's Executive Office of Health and Human Services, 101 Code of Massachusetts Regulations 15.00-15.16, as guidance when assessing a student's CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

SORI Policy

In addition to the review of student's CORI for particular programs, Roxbury Community College may now also access a student's Sex Offender Registry Information (SORI). For additional information or clarification, students should contact the Dean of their program.

For more information regarding the College's CORI/SORI check process, please contact Human Resources, Administration Building 2, Room 313.

College Procedures for Responding to Reports of Sexual Assault

Title IX

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Title IX has evolved to include comprehensive sexual misconduct policies. These policies offer protections and support to all people on campus, all genders, and all who experience sexual harassment, assault, relationship violence, and stalking.

If you want to learn more about your rights, or if you believe that a school district, college, or university is violating Federal law, you may contact the U.S. Department of Education, Office for Civil Rights, at (800) 421-3481 or ocr@ed.gov. If you wish to fill out a complaint form online, you may do so at: http://www2.ed.gov/about/offices/list/ocr/complaintintro.html.

Consent

Consent must include explicit communication and mutual approval of the sexual activities in which the parties are involved. Each person involved in the sexual activity must willingly and knowingly engage in the activity. As a result, consent cannot be given due to physical force, intimidating behavior, threats, or coercion. Further, consent cannot be given by an individual who is incapacitated. For example, consent cannot be given by those incapacitated by alcohol or drugs, or by individuals who are unconscious. Please reference the following link for a simple explanation of consent https://www.youtube.com/watch?v=fGoWLWS4-kU

Violence

Domestic violence is defined as a pattern of coercive and controlling behaviors and tactics used by one person over another to gain power and control. This may include verbal abuse, financial abuse, emotional, sexual, and physical abuse. Domestic violence occurs in heterosexual as well as same-sex partnerships and crosses all ethnic, racial, and socio-economic lines.

In Massachusetts, “domestic violence” refers to abuse committed by a member of a family, a household, or an intimate partner against another member of the family, household, or against the intimate partner. “Abuse” is defined as the occurrence of one or more of the following acts: attempting to cause or causing physical harm placing another in fear of imminent serious physical harm causing another to engage involuntarily in sexual relations by force, threat, or duress “Family or household members” are persons who: are or were married to one another are or were residing together in the same household are or were related by blood or marriage having a child in common regardless of whether they have ever married or lived together are or have been in a substantive dating or engagement relationship, which shall be adjudged by district, probate, or municipal courts in consideration of the following factors: (1) the length of time of the relationship; (2) the type of relationship; (3) the frequency of interaction between the parties; and (4) if the relationship has been terminated by either person, the length of time elapsed since the termination of the relationship.

Campus SaVE Act

While the Campus SaVE Act differentiates between domestic violence and dating violence for reporting purposes, there is no specific statutory definition or crime of “dating violence” in Massachusetts other than what might exist within Massachusetts domestic violence law. Throughout the Title IX website, we use the term “relationship violence” to encourage the broad conceptual understanding of domestic violence, including dating violence.

Stalking, as defined in Massachusetts, is a willful and malicious pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, or the making of a threat with the intent to place the person in imminent fear of death or bodily injury. (Massachusetts General Law c. 266, § 43)

Sexual Harassment

Sexual harassment consists of unwelcome verbal, non-verbal, and/or physical behavior of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; and/or (2) submission to, or rejection of, such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; and/or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating a sexually intimidating, hostile, or offensive employment, educational, or living environment. Sexual harassment incidents can involve a male harasser and a female victim, a female harasser and a male victim, or members of the same gender. Sexual harassment also can take place on the basis of gender identity or sexual orientation. Sexual harassment explicitly includes rape, sexual assault, and all other forms of sexual violence.

Roxbury Community College is committed to providing and promoting an educational environment and workplace that is free of sexual harassment. Sexual harassment of students or employees occurring in the classroom or the workplace is unlawful and will not be tolerated by the College. Any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is also unlawful. To maintain our goal of providing a workplace and campus that is free from sexual harassment, this policy provides a procedure by which inappropriate conduct will be dealt with, if encountered by students or employees.

Allegations of sexual harassment will be taken seriously, and will be responded to promptly. Complaints of sexual harassment and inappropriate conduct will be investigated in a timely manner and the College will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Retaliation is adverse employment or educational action against a person who: files claims, complaints, or charges under the campus procedures, or under applicable local, state, or federal statute, who is suspected of having filed such claims, complaints, or charges has assisted or participated in an investigation or resolution of such claims, complaints, or charges has protested practices alleged to be violated of the non-discrimination policy of WSU, the Board of Higher Education, or a local, state, or federal regulation(s) or statute(s) Retaliation, even in the absence of provable discrimination in the original complaint or charge, constitutes as serious a violation of WSU policy as proved discrimination under the original claim, complaint, or charge.

Bystander Intervention

Every person can have an impact in preventing sexual assault and relationship violence. Each of us can send a clear message that it will not be tolerated, downplayed, or joked about, and that we, as a community, will react decisively if it does happen. We can talk about sexual assault and relationship violence and teach others that it is never OK. We also can continue to educate ourselves and others about the issues, starting with

reviewing the following: - See more at: http://www.worcester.edu/TitleIX-Bystander-Intervention/#sthash.7NMv7wsk.dpuf

Sexual Violence – Victim's Rights and Information

The following information is provided to assist members of the College community with understanding the rights, protections and services available to victims of sexual violence.

What is Sexual Violence? - Sexual violence is defined under the Board of Higher Education/Massachusetts Community Colleges' Policy on Affirmative Action, Equal Opportunity & Diversity ("Policy on Affirmative Action") and includes rape, acquaintance rape and sexual assault. Sexual violence may also include "intimate partner violence" such as stalking, dating violence, or domestic violence. Sexual violence is prohibited under Title IX of the Educational Amendment Act of 1972, state law and the Policy on Affirmative Action.

Reporting Complaints of Sexual Violence - A victim of sexual violence has the right to file (or not file) an Affirmative Action Discrimination Complaint Form with the College. The process for filing a complaint is outlined under the Policy on Affirmative Action's Complaint Procedure. For more information or assistance with filing a complaint, please contact the College's Title IX Coordinator. If the Title IX Coordinator is the subject of a complaint, the President shall designate another College official to administer the Complaint Procedures. A victim may also choose to file a criminal complaint, in which case the Title IX Coordinator and/or Campus Security can assist the victim with that process. Reporting the incident to the Title IX Coordinator or Campus Security does not obligate the victim to file criminal charges.

If you or someone you know is the victim of a sexual assault, the victim has several rights, including, the right to report the incident to the Public Safety or local authorities, such as Boston Police. The College, through its Campus Security Authorities (CSAs) will also assist those who are victimized in notifying either Public Safety or the local police. Filing a report with Public Safety, a CSA or a police report does not mean those victimized must pursue criminal charges. The victimized maintains his or her rights throughout both the internal and external processes.

In addition to the campus services to follow, several community service organizations can provide counseling, mental health, and other related services to sexual assault victims.

College's Investigation - The College is obligated to investigate allegations of sexual violence, even if the alleged victim chooses not to file a formal complaint and/or participate in the investigation. Additionally, a complaint filed in another forum, including a criminal or civil complaint, shall not delay the College's investigation of a complaint of sexual violence. The College shall promptly and thoroughly investigate all such allegations in accordance with the Policy on Affirmative Action. The College may also institute protective measures, such as a no-trespass order, restricted access to campus, adjusted class or work schedule, or a leave of absence, during the investigative process and/or upon completion of the disciplinary process. A person found to have committed an act of sexual violence shall be subject to disciplinary action, up to and including suspension, expulsion, or termination from the College, as well as criminal prosecution.

Victim Identification - Personal identifiable information about a victim will be treated as confidential and only shared with persons with a specific need to know and/or who are investigating and/or adjudicating the complaint, delivering resources or support services to the victim or as public safety requires. The College does not publish the names or other identifiable information of victims in the Campus Security department's Daily Crime Log, in any Timely Warnings issued or online. In accordance with the Family Educational Rights and Privacy Act, a victim may request that no directory information maintained by the College be released absent his/her prior, written consent.

Prohibition on Retaliation - The College prohibits retaliation against any person who presents a formal or informal complaint of sexual violence or who testifies or offers evidence connected with a complaint. Retaliation is a violation of the Policy on Affirmative Action and could result in disciplinary action, up to and including expulsion or termination from the College.

Protections for Victims of Sexual Violence - A victim of sexual violence shall:

- Be provided with a copy of the College's Sexual Violence – Victim's Rights and Information;
- Have the right to, or not to, seek assistance from campus administration or campus law enforcement;
- Not be discouraged by College officials from reporting an incident to both on-campus and off-campus authorities;
- Be provided assistance in contacting local law enforcement if requested and have the full and prompt assistance and cooperation of campus personnel should a civil and/or criminal complaint be pursued;
- Be free from any suggestion that they somehow contributed to or had a shared responsibility in the violent act;
- Receive the same level of support at any proceeding before College officials as is permitted to the accused party, including the presence of a representative during any disciplinary proceeding and the right to be notified in a timely manner of the outcome of such proceedings and any appeal right available;
- Receive full and prompt cooperation from College personnel in obtaining and securing evidence (including medical evidence) necessary for any potential criminal proceedings;
- Have access to existing College counseling and medical professionals, victim support services, and to obtain referrals to off-campus counseling and support services if desired;
- Be permitted to attend classes, work and participate in College activities free from unwanted contact or proximity with the accused individual(s) insofar as the College is permitted and able;
- Be permitted to request changes to an academic schedule if such changes are requested by the alleged victim and are reasonably available; and

- Be informed of any no-contact or no-trespass orders issued to the accused by the College and the College's commitment to honor any court-issued restraining or protective orders, to the extent permitted by law.

Recommended Procedures for a Victim of Sexual Violence - For a person subjected to an act of sexual violence, there can be time-sensitive decisions to make about sexually transmitted infections, pregnancy, and collecting physical evidence in the event of prosecution. Therefore, victims of sexual violence are advised to:

Protect Yourself and Get Medical Attention - Find a safe place as soon as possible and seek medical attention immediately. Injuries and exposure to disease may not be immediately apparent. A medical examination can provide necessary treatment and collect important evidence. It is recommended that a physical exam be conducted within 72 hours of the incident. Submitting to a physical exam does not mean that a victim is required to press charges. This action merely preserves the option to do so. Designated College personnel can assist in providing transportation to the hospital.

Preserve Evidence - It is important to preserve all physical evidence following an act of sexual violence. Physical evidence may be necessary in the event criminal prosecution is pursued. If possible, a victim should not to wash, eat, drink, douche, clean, use the bathroom, or change clothes. If clothes are changed, all clothes that were worn at the time of the incident should not be cleaned and should be placed into a clean paper bag.

Health and Support Services - Various health and support services are available on and off campus for victims of sexual violence. For information about such services, including counseling, please contact the Affirmative Action and/or Title IX Coordinator.

Rape Crisis Center Contact Information - The following is a list of Rape Crisis Centers in Massachusetts. As the following contact information may be subject to change, current contact information on rape crisis centers in Massachusetts can be found at the Commonwealth's Executive Office of Health and Human Services' **Website under "Consumer" information at http://www.mass.gov/eohhs/.**

Greater Boston Area

Boston Area Rape Crisis Center, Cambridge	617-492-7273 Hotline, 617-492-6434
Massachusetts Coalition Against Sexual Assault and Dom. Violence	617-248-0922
Boston Police Department/EMS:	9-1-1
Boston Police - Non-emergency:	617-343-4200
MA Emergency Crisis Hotline:	800-841-8371

College Disciplinary Action

If it is determined that a violation of this policy has occurred, the College will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment or expulsion from the College. Such

disciplinary action shall be consistent with the appropriate collective bargaining agreement, where applicable.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with the governmental agencies listed below. Filing a complaint under this Policy does not prohibit you from filing a complaint with these agencies.

- United States Equal Employment Opportunity Commission ("EEOC")
 John F. Kennedy Federal Building
 475 Government Center, Boston, MA 02203, 1-800-669-4000
- Massachusetts Commission Against Discrimination ("MCAD")
 Boston Office: One Ashburton Place - Room 601, Boston, MA 02108
 (617) 994-6000
- The Office for Civil Rights, U.S. Department of Education Government Center, J.F. Kennedy Federal Building – Room 1875, Boston, MA 02203, (617) 289-0111 – TDD: 877-521-2172

Office of Student Life

Academic Building 3, Room 207

Clubs and Organizations

The College recognizes that significant learning occurs outside the classroom. Through the Office of Student Life, cultural, social, and recreational activities offer opportunities for students to share their ideas and experiences with one another in an atmosphere of acceptance and tolerance. All student clubs and organizations are assisted in their development through the Office of Student Life and Student Engagement. Roxbury Community College Activity Period is Tuesdays and Thursdays from 1:30pm to 2:45pm and Friday from 11:20am to 12:20pm.

New clubs/organizations may be formed at the beginning of the fall semester. In order for a student club or organization to use the College name and facilities, you must submit an application for club recognition and have it approved by the Dean of Student Life. This form is available in the Dean's Office. Each club must have a faculty or staff advisor, must be open to all students, and perform within the policies of the College and the Constitution of the Student Government Association.

Bulletin Boards

Bulletin boards are located in every College building. Any material posted on College bulletin boards must be approved and stamped by the office of Student Life. Postings of unlawful, threatening, abusive, libelous, defamatory, and/or obscene material are prohibited. Any material not stamped, or any material that is posted in places other than bulletin boards (i.e. pillars, walls, and elevators), will be removed. All materials must be removed within 24 hours after the end of the activity.

Student Government Association

The Student Government Association (SGA) is comprised of up to 12 elected students, chosen each year by their peers, to act as the official representatives of the student body at Roxbury Community College. SGA represents students when issues and policies affect student life at Roxbury Community College, advises the College governance structure by serving on all College governance committees, and acts as liaison between the College administration and students. SGA assists in planning activities and overseeing the allocation of funds to recognized student clubs and organizations. The SGA Office is located in Building 3, Room 130.

Student Government Association meetings are held weekly during the Tuesday activity period which is 1:30pm - 2:45pm. All students are invited to attend. Meeting notices are posted on campus bulletin boards, and My RCC.

Student Lounge

The Student Lounge is located on the first floor of the Academic Building, Room128. Cards, chess, and other board games for use in the lounges are available in the Office of Student Life.



International/Multicultural Institute

The International/Multicultural Institute at Roxbury Community College located in the Academic Building, Room 130 will provide a central meeting place and resources clearing house for RCC students and members of the larger RCC community. The Center will foster cross cultural understanding through various workshops, multicultural activities, forums, and other activities. The Center aims to enhance the overall educational experience of RCC students by emphasizing the great value found in our cultural diversity.

Student Rights and Responsibilities

Student Code of Conduct

Definitions

Administrative Disposition – A resolution of a complaint, which is mutually agreed upon by the CCO and the Accused Student. An administrative disposition shall result in an Accused Student waiving his/her right to a Judicial Board hearing or Appeal.

Appeals Officer – The College's Vice President of Student Affairs or designee

Code of Conduct Officer (CCO) – The College Official charged with the responsibility of administering the College's Student Code of Conduct. A member of the Massachusetts Community College Council (MCCC) shall not be selected to serve as the CCO.

College Property – Includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College, including adjacent streets and sidewalks.

Complaint – An allegation of a violation of the Code of Conduct, which is filed with or by the CCO.

Day – As used in this policy, shall mean a calendar day. The number of days indicated at each level shall be considered as a maximum. All reasonable efforts shall be made to expedite the process, but the CCO may extend the time limits at his/her discretion with notice to both parties in writing.

Judicial Board – Members of the College community selected by the Code of Conduct Officer to conduct a hearing when it has been determined by the CCO that a violation of the Student Code of Conduct has occurred. Members of the Judicial Board shall act in a fair and impartial manner.

Student – Includes all persons taking courses at the College, both full-time and part-time, credit and non-credit. Persons who are not officially enrolled for a particular term but who have a continuing academic relationship with the College are considered "students."

Conflict of Interest

Any member of the Judicial Board, Grievance Committee, the Dean of Student Judicial Affairs or any member associated with Student Discipline or Student Grievance procedures must disclose any conflict of interest and recuse (remove) themselves

from the process. In the case of the Dean of Student Judicial Affairs, he/she shall recuse (excuse) him/herself and refer the matter to the Vice President of Enrollment Academic Student Affairs Office for handling.

Disciplinary Offenses

A student shall be subject to disciplinary action under this policy for engaging in acts including, but not limited to:

- Physical violence
- Threat of physical violence and any conduct that threatens and/or endangers the health or safety of any person
- Creating or false reporting of bombs or other dangerous devices.
- Extortion - The use, or the express or implicit threat of the use, of violence or other criminal means to cause harm to person, reputation, or property as a means to obtain property from someone else without his/her consent.
- Unauthorized use of fire alarm or fire equipment.
- Unauthorized or illegal gambling.
- Hate crimes as defined under state or federal law.
- Hazing as defined under state or federal law.
- Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises.
- Conduct resulting in a violation of the College's Computer/Technology Acceptable Use policies, Email and Social Media policies and/or related Information Technology Resource policies.
- Failure to comply with the directions of a College official or law enforcement officer acting in the performance of their duties, including failure to identify oneself when requested to do so.
- Use, possession, manufacturing, or distribution of alcoholic beverages, or controlled substances, including marijuana, heroin or narcotics except as expressly permitted by law. Public intoxication is prohibited.
- Smoking any tobacco product or use of e-cigarettes, vaporizers or inhalers in violation of state law, including in any public buildings, and in any areas prohibited under College policy.
- Breach of peace; including disorderly, lewd, or indecent conduct, or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in, by the College.
- Defacement or destruction of College or personal property.
- Attempted or actual theft of College or personal property.
- Acting on or off-campus in a manner that substantially interferes with or disrupts the normal and/or safe operation of the College, including but not limited to disrupting or interfering in the educational process, including teaching, advising,

research, administration, disciplinary proceedings, public service or other College activities or functions.

- Verbal or physical harassment or intimidation.
- Any unauthorized use of electronic or other devices to make an audio or video recording of any person(s) while on College premises or participating in a College-related activity without the person's prior knowledge or without the person's effective consent due to intoxication, drug use, mental impairment or other conditions that may impair a person's ability to convey effective consent. This includes, but is not limited to, surreptitiously taking pictures of another person in a locker room or restroom.
- Acts of dishonesty, including but not limited to the following:
- Forgery, alteration, or misuse of any College document, record, or instrument of identification;
- Furnishing false information to any College official, faculty member or office; or
- Disrupting or tampering with the election of any College recognized student organization.
- Acts of academic dishonesty, including but not limited to the following:
- Use of any unauthorized assistance in taking quizzes, tests, or examinations;
- Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- The acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; or
- Plagiarism, which is defined as the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Taking credit for work done by another person or doing work for which another person will receive credit. Copying or purchasing other's work or arranging for others to do work under a false name.
- Abuse of the Disciplinary process, including but not limited to:
- Falsification, distortion, or misrepresentation of information during the judicial process;
- Disruption or interference with the orderly conduct of the judicial process;
- Attempting to discourage an individual's participation in, or use of, the judicial process;
- Attempting to influence the decision of a member of a Judicial Board prior to, and/or during the course of, the judicial proceeding;
- Harassment (verbal or physical) and/or intimidation of a member of a Judicial

Board, College official, party to a complaint or witness participating in the judicial process;

- Failure to comply with the sanction(s) imposed under the Code of Conduct;
- Influencing or attempting to influence another person to commit an abuse of the judicial process; or
- Knowingly filing a false complaint under the Code of Conduct.
- Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of College premises.
- Unauthorized solicitation, including but not limited to sale of goods and services for personal profit.
- Unauthorized activity that constitutes forgery.
- Violation of state or federal laws not otherwise enumerated herein.
- Violation of any College policies, rules, or regulations published in written copy or available electronically on the College's website.

Discipline for Disruptive Conduct

Disrupting or interfering in the educational process in a class (or clinical site), is prohibited under this policy. If a student engages in disruptive conduct a faculty member or other College employee may address and resolve the matter informally without filing a complaint under the Code, including temporarily removing the disruptive student from a class (or clinical site). On the first occasion when a student is removed, the faculty member or other College employee is strongly encouraged to notify the CCA. In all subsequent cases of removing the same student from a class (or clinical site), the faculty member or other College employee shall notify the CCA. A faculty member or other College employee may seek assistance from Public Safety if necessary to remove a student. A student may not be permanently removed from a class (or clinical site) for a conduct-related offense except upon referral to the CCA of a complaint for administration under this policy. The CCA can exercise his/her discretion to allow the accused student to attend class (or clinical site) during the disciplinary process upon consultation with the faculty member and the Chief Academic Officer or his/her designee.

Discipline for Academic Dishonesty

This policy recognizes the right of faculty to manage their class, including addressing directly with students issues of academic dishonesty. When academic dishonesty is suspected, a faculty member may choose to issue a failing grade. If the student believes that there is substantial evidence of error or injustice associated with that grade, the student may file a grievance under the Student Grievance Procedure's Grade Appeal Process. Alternatively, a faculty member may choose not to issue a grade, but rather refer the matter directly to the CCA for administration under this policy. However, where the issuance of a failing grade by a faculty member for academic dishonesty will result in a student's dismissal from a program (for example in nursing and other health care programs), the charge of academic dishonesty shall be directly referred to the

CCA for administration under this policy, which shall be completed, where practicable, within thirty (30) days.

Off Campus Behavior

The College reserves the right to take disciplinary action against a student for off-campus conduct when such conduct adversely affects the College community, poses a threat of harm to the College community; interferes with the College's pursuit of its objectives and mission, and/or if a student is charged with violating state or federal law. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

Interim Measures

Under certain circumstances during the Code of Conduct process interim measures may be imposed by the CCA including, but not limited to: no-contact orders, restriction/ loss of privileges or interim suspension. The College reserves the right to issue an interim suspension when it reasonably concludes that a student:

(a) Poses a threat to others;

(b) Poses a threat to College property or equipment;

(c) Substantially disrupts or interferes with the normal operations of the College;

(d) Engages in off-campus conduct that adversely affects the College community; and/or

(e) Is charged with a crime in violation of state or federal law.

During an interim suspension, a student is prohibited from entering upon any College property and participating in any College activities.

Code of Conduct Disciplinary Process

The Disciplinary Process is initiated once a complaint is filed against a student by a member of the College Community or by the CCO. This policy is not intended to prevent members of the College Community from attempting to resolve matters informally. Failure to cooperate with the College's investigation of an alleged Code of Conduct violation will result in the student forfeiting his/her rights to a hearing or appeal and/or may result in disciplinary action.

1. Disciplinary Process

 a All complaints under the Code of Conduct shall be filed with or by the CCO.

 b. When the CCO files or receives a complaint alleging that a student has acted in a manner which may be in violation of the Code, the CCO initiates the disciplinary process by meeting with the Accused Student, putting him/her on notice of the alleged violation and providing him/her an opportunity to respond to the allegations. The CCO may conduct a further investigation if necessary.

 c. If the CCO determines that a violation exists, three procedural options are available.

 (1) Verbal or Written Warnings - For low-level offenses, the CCO may issue a

verbal or written warning to the Accused Student. Warnings shall not be subject to a hearing before a Judicial Board or an appeal.

(2) Administrative Disposition - Under an Administrative Disposition, the Accused Student and the CCO mutually agree upon a disciplinary remedy. By accepting the Administrative Disposition, the Accused Student waives his/her right to a hearing before the Judicial Board or an appeal.

(3) Judicial Board Hearing - When an Administrative Disposition cannot be reached, the CCO shall refer the alleged violation to the Judicial Board for a hearing. Please see Section 2 below for Judicial Board rules.

Failure to cooperate with the College's investigation of an alleged Code of Conduct violation, which includes appearing before a Judicial Board or College official if summoned to do so, will result in the student forfeiting his/her rights to a hearing or appeal and/or may result in disciplinary action.

2. Judicial Board Hearing

a. A hearing with the Judicial Board shall be scheduled by the CCO not later than thirty (30) days following an Accused Student's request for a hearing.

b. A written Statement of Charges shall be presented to the Accused Student not less than five (5) days prior to the hearing.

c. A Judicial Board hearing is an administrative hearing. The rules of evidence do not apply.

d. In a matter involving more than one Accused Student, the Judicial Board may permit at its discretion individual hearings for each Accused Student.

e. The Accused Party has the right to be accompanied by any advisor of his/her own choosing and at his/her own expense. The advisor may be an attorney. An advisor's role is limited to advising the Accused Student directly. An advisor is not permitted to participate directly in the hearing.

3. Conduct of Hearing

a. A hearing is normally conducted in private.

b. There shall be a record created of all hearings. The record shall be the property of the College.

c. All procedural questions are subject to the final decision of the Judicial Board.

d. Admission of any person(s) to the hearing shall be at the discretion of the Judicial Board.

e. A hearing shall proceed as follows:

- The CCO presents the Statement of Charges on behalf of the College. The CCO may present documents, materials, and/or witnesses in support of the Statement of Charges.

- Accused Student responds to the Statement of Charges. The student may present documents, materials, and/or witnesses in response to the Statement of Charges.
- Following the parties' presentations, the Judicial Board may question each party, their witnesses and/or review all information presented. The Judicial Board has the discretion to request additional documents, materials, or information from either party.
- While direct cross-examination by the parties is not permitted, each party will be given the opportunity to question the other by presenting questions through the Judicial Board. If the Board determines a question is relevant, the other party will be asked to respond.
- The Board shall have a final opportunity to question the parties.

f. After the hearing, the Judicial Board shall determine by majority vote whether the Statement of Charges has been proven.

g. In reaching its decision, the Judicial Board shall determine whether it is more likely than not that the Accused Student violated the Code of Conduct based on the information presented.

h. Within fifteen (15) days of the conclusion of a hearing, the Judicial Board shall issue a written decision outlining its findings and disciplinary action, if any, to the parties.

4. Sanctions

A student found in violation of the College's Code of Conduct shall be subject to one or more of the following sanctions:

a. Verbal or Written Warning

b. Restrictions/Loss of Privileges

c. Community/Educational Service

d. Restitution

e. Probation

f. Suspension

g. Expulsion

The intent of the College is to impose sanctions in a progressive manner, beginning with the least punitive sanction. However, depending on the nature and severity of a student's violation the College reserves the right to impose any of the above-referenced sanctions at any time.

5. Appeal

a. Within five (5) days of receiving the Judicial Board's decision, either the CCO or the Accused Student may appeal the Judicial Board's decision to the College's Appeals Officer.

b. An appeal must be in writing and be based on a credible claim that: the hearing

was not conducted in conformity with the Code of Conduct; the decision was not supported by a preponderance of the evidence presented; the sanction imposed was not appropriate in light of the Judicial Board's decision; or new evidence exists, which was not presented at hearing because it was not reasonably known to the Accused Student at that time, and which is sufficiently relevant such that it could alter the Judicial Board's decision.

c. The Appeals Officer shall issue a written decision within ten (10) days of receiving the appeal. The Appeals Officer may accept, reject, or modify the Judicial Board's decision or sanction.

d. The Appeals Officer's decision shall be final.

Steps to Promoting Positive Classroom Atmosphere

1. Students are expected to attend all scheduled classes.
2. Students are expected to be in class on time.
3. Students are expected to remain in class for the entire instructional period.
4. Students are expected to remain alert throughout the entire instructional period.
5. Students are expected to come to class free of alcohol and/or drugs.
6. Students are expected to be respectful of opposing opinions.
7. Students are expected to not interrupt a faculty member or other students when they are speaking.
8. Students are expected to address student specific concerns prior to or after the instructional period.
9. Students are expected to use respectful language throughout the instructional period and campus grounds.
10. Students are expected to receive the faculty's permission prior to using cell phones, laptops, or other electronic equipment.
11. Item 25 of the Student Code of Conduct states: "Discipline in the Class: Disrupting the classroom is a violation of the College's Student Code of Conduct. Such Conduct shall include, but not limited to cell phone use, text messaging, speaking without permission, eating food in the classroom, and not following the directions of the instructor. A faculty member has the right to remove a disruptive student from class, pending a review of the situation by the Dean of Student Life."

Roxbury Community College Good Neighbor Policy

Roxbury Community College strives to be a good neighbor in the community where we are located, and we need your help in this regard. Please refrain from loitering on the abutting property of all nearby residents without their permission. If you do so, you may be trespassing and could face prosecution to the fullest extent of the law.

Drug and Alcohol Policy

On December 12, 1989 Congress amended Title XII of the Higher Education Act of 1965. This amendment, known as the "Drug-Free Schools and Communities Act of 1989," requires that every educational institution receiving federal funding certify its adoption and implementation of programs designed to prevent use of illegal drugs and abuse of alcohol by students and employees. Prior federal law applicable to Roxbury Community College regulated only criminal drug activity of federally grant-funded employees.

Roxbury Community College, in accordance with legal mandates and its philosophy of establishing and maintaining an environment of learning and a supportive environment in which to conduct the business and mission of the College, will enforce the following policies:

- The unlawful manufacture, distribution, dispensation, possession or use of alcohol or of a controlled substance is prohibited on the campus of Roxbury Community College or as part of any college-related activity. Students or employees who violate these restrictions shall be subject to appropriate disciplinary action, up to and including suspension, expulsion, or discharge. They shall also be subject to referrals for criminal prosecution. Where students or employees are convicted of violating a criminal drug or alcohol statute related to a college activity, the College should ordinarily expel or discharge the offender, absent mitigating circumstances. Mitigating circumstances shall include, but shall not be limited to, consideration of a handicap under federal and state law.
- Roxbury Community College shall cooperate in the enforcement of federal and state laws concerning illegal drugs and alcoholic beverages. Massachusetts statutes pertaining to alcohol and illegal drugs include Massachusetts General Laws, Chapter 94C (Controlled Substance Act), Massachusetts General Laws, Chapter 272, Section 59 (Public Drinking), and Massachusetts General Laws, Chapter 90, Section 24 (Operating under the Influence, Open Container).
- Under-age drinking is prohibited at Roxbury Community College functions and on any part of the campus.
- No College funds, Student Activities fees, or All-College fees shall be used to purchase alcoholic beverages. Roxbury Community College additionally prohibits alcoholic beverages at any College event (on or off campus) that is intended for students or student participation. A College event is one that utilizes College facilities, College funds, Student Activities fees or all College fees or is represented as being a College function. The President of the College or designee must approve such events in writing. All purchase orders for student events will exclude payment for alcoholic beverages. Faculty and staff who serve as advisors or chaperones to groups holding such events should understand that they will be expected to monitor the implementation of the Student Alcohol Policy.

- On May 18, 1999, the Massachusetts Board of Higher Education amended its Alcohol Policy (BHE 98-01) and the guidelines for Campus Safety and Security and Campus Codes of Conduct (FAAP 97-32) by adding the requirement that, consistent with the Family Educational Rights and Privacy Act (FERPA), Roxbury Community College shall notify the parents of students under 21 years of age each time they have been determined to be in violation of the campus alcohol policy.

Health Risks Associated with the Use of Illicit Drugs and Abuse of Alcohol

The misuse of alcohol and other drugs create problems for students and employees who engage in this behavior as well as for their peers or fellow employees who suffer a range of consequences from having their study or work interrupted to far more egregious acts. Obvious health risks include physical dependence, psychological dependence, possible overdoses and withdrawal symptoms.

The following information on health risks is from What Works: Schools without Drugs, U. S. Department of Education (1992):

- Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.
- Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.
- Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Roxbury Community College Resources

- Student Health Services offers substance abuse education and referrals to individuals experiencing or affected by persons with substance abuse issues. Informational brochures on drug and alcohol abuse as well as topics on AIDS transmission and other sexually transmitted diseases are also available to students.
- The College Experience Course, which is mandatory for all new freshmen, uses a customized textbook that contains information on drugs and alcohol in

the chapter on Handling Stress and Making Healthy Choices. The Coordinator for Student Health Services visits these classes to present on this topic.

- Student Health Services will provide information on drug and alcohol abuse through the series wellness programs presented throughout the year.
- Student Life and Student Engagement offers a Healthy Start program on drugs and alcohol that is included in the tabling activity at the beginning of each semester.

Distribution of the Policy

This policy is distributed annually in writing to all students and employees through the following means:

- The Student Handbook
- Email to all employees and students
- RCC Website

Review and Compliance

This policy will be reviewed on a biennial basis to comply with the U.S Department of Education regulations to: (1) determine the effectiveness of the drug and alcohol program and implement any necessary changes and (2) ensure consistency in the enforcement of sanctions. Biennial reviews will be complete in December of even-numbered years for the two preceding academic years. Copies of this review will be retained in the Office of the President, the Office of the Vice President for Enrollment and Student Affairs, the Office of Student Life and Student Engagement, and the Office of Human Resources and Affirmative Action.

Chapter 151C. Fair Educational Practices

Section 2B. Absence of student due to religious beliefs

Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he/she may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his/her availing him/herself of the provisions of this section.

A copy of this section shall be published by each institution of higher education in the catalog of such institution containing the list of available courses.

Family Education Rights and Privacy Act (FERPA)

Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of student's education records that the student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to be notified annually by the College of what student record information the College designates as "directory information," and the right to request that no student information be designated as directory information.

The College identifies the following student information as directory information:

- Name
- Gender
- Local address and telephone number
- College e-mail address
- Major and minor field(s) of study, including the division or program in which a student is enrolled
- Classification as a freshman, sophomore, junior, senior, or graduate, or by number referring to such classes
- Course load, e.g., full-time or part-time
- Dates of attendance and graduation, and degrees received

Directory information may be released by the College to a requesting third-party without a student's prior written consent. A student has the right to request that none or only some of his/her student record information be designated as directory information. A student must notify the College's Registrar, in writing, within two (2) weeks of the beginning of each academic semester if he/she does not wish to have any or some of his/her student information designated as directory information.

Notwithstanding the College's definition of directory information, the Department of Defense (the "DOD"), pursuant to the Omnibus Consolidated Appropriations Act of 1997 (the "Solomon Amendment"), identifies the following information as "student recruiting information": NAME, ADDRESS, TELEPHONE LISTING, AGE (or year of birth), PLACE OF BIRTH, LEVEL OF EDUCATION (e.g., freshman, sophomore), DEGREE AWARDED, MOST RECENT EDUCATIONAL INSTITUTION ATTENDED, and CURRENT MAJOR(S).

If the College receives a request for student recruiting information from the DOD, or one of its affiliated agencies, the College will release the student recruiting information requested. Because the information sought by the DOD may include information not designated as directory information under the College's policy, compliance with the DOD's request may result in the release of personally identifiable information. When student recruiting information is released pursuant to a DOD request, notice of the request and the release of the information will be posted in a conspicuous location in the College's Registrar's Office for a period equaling one academic year.

If a student has exercised his/her right to request that no information be designated as directory information, then no information shall be released to any third party, including the DOD.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-5901.

Final Grade Appeals

Students may file a Final Grade Appeal if they do not agree with the final grade submitted by the instructor. The procedures for a final grade appeal are as follows:

Level One – Meeting with Instructor

This is the informal stage where most complaints are resolved. The student should meet with their instructor to review how the final grade was determined. This meeting should occur within ten (10) days of the issuance of the final grade. If the student is not satisfied with the outcome of Level One, he/she may appeal to Level Two.

Level Two – Meeting with Dean/Department Chair/Program Coordinator

Students should prepare a written statement of their Level Two final grade appeal to the Dean, Department Chair or Program Coordinator. The Dean, or designee will review the appeal, receive a statement from the instructor and render a decision. The Level Two decision should be rendered within ten (10) working days in writing to the student. Students may appeal the decision to Level Three.

Level Three – Vice President for Academic & Student Affairs

Student should prepare a written statement of their Level Three final grade appeal to the Vice President for Academic & Student Affairs. The Vice President will review the documentation provided at the earlier levels of appeal including, but not limited to course syllabus, attendance, grades on all required assignments, examinations, projects. The Level Three decision should be rendered within ten (10) working days in writing to the student, dean, and instructor. Decisions of the Vice President are final.

Withdrawal

A student may withdraw his/her complaint or Grievance at any time. Withdrawal must be accomplished in writing or by oral agreement confirmed in writing.

Retaliation

No member of the College community shall retaliate or threaten to retaliate against, interfere with, restrain, or coerce any student in the exercise of his/her rights under the Student Grievance Procedure or his/her participation in any Grievance proceedings.

Collateral Rights of Person Grieved By Student

If the recommendations made at any level of the Grievance procedure result in sanctions against a college employee, the sanctions shall be regarded as administrative actions

subject to all conditions of applicable collective bargaining agreements and College or Board of Higher Education personnel policies.

Alternative Forums

Filing a Grievance in accordance with the Student Grievance Procedure in no way abrogates a student's right to file a complaint with an appropriate state or federal agency or in another forum.

Hazing

Roxbury Community College does not permit hazing at any activity or event associated with the College or at College-recognized clubs and organizations. The Commonwealth of Massachusetts prohibits hazing in any form on campuses throughout the Commonwealth. Hazing is defined as any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics and exposure to weather, or forced consumption of any food, liquor, beverage, drug or other substance. Also, hazing includes any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any student or other person or to cause extreme mental stress, including extended isolation or deprivation of sleep. The Senate and the House of Representatives enacted an act prohibiting the practice of hazing in General Court in 1985. Adding the following three sections hereby amends chapter 369 of the General Laws.

Section 17. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days or by both such fine and imprisonment. The term hazing as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics and exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance. Also, hazing includes any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or cause extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18. Whoever knows that a person is the victim of hazing, as defined in section seventeen, and is at the scene of such a crime shall, to the extent that such person can do so without danger or peril to him/herself or other, report such a crime to an appropriate law enforcement official as soon as reasonably practical. Whoever fails to report such crime will be punished by a fine of not more than five hundred dollars.

Section 19. Each institution of secondary education and each student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student

organization, shall provide a copy of this section and sections seventeen and eighteen provided; however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organizations. Each such group, team, or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, pledges, or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, and that such group, team, or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each secondary school and each public or private school or college shall, before the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen. Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The Board of Education shall promulgate regulations governing the content and frequency of such reports and shall forth-with report to the Attorney General any such institution which fails to make such a report.

Should there be any questions concerning the College's Hazing Policy, please contact the Dean of Student Life.

Right to Protest

The Massachusetts Board of Regional Community Colleges adopted the following policy on April 11, 1969:

1. Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, faculty members, staff, and students are encouraged in a sustained and independent search for knowledge.
2. Freedom to teach and freedom to learn depend upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community, students, faculty, and staff members.

3. Roxbury Community College will respect and will defend the right of its members to lawful exercise of free speech and assembly on behalf of causes, whether popular or unpopular. These rights are properly exercised only when due regard for the rights of others is assured, and actions denying the rights of others to move or speak freely, whether or not such interference is their motive, lie outside constitutional guarantees and the obligation of the college to defend them. Therefore, if in the judgment of the President or his/her designee, persons are attempting to interfere with freedom of movement or speech of members or guests of the college community, or the orderly operation of the College, the President or his/her designee is authorized to do the following:

 a. Advise such person(s) of the impropriety of their activity and request immediate desistance from such activity. If such person fail to desist, call the appropriate authority to remove those interfering.

 b. Suspend temporarily such members of the college community who have participated in such interference and persist in such activity.

 c. Grant, as soon as reasonably possible, a hearing before an appropriate committee to any person appealing such suspension. Following such a hearing, the committee will make a recommendation to the President.

 d. Any person who involves him/herself in the willful destruction of college or personal property will, in addition, be answerable to charges filed with civil authorities.

Policy on Audio/Video Recording in the Classroom

As part of the education and learning experience, students routinely take notes during class lectures. In addition, students and instructors may wish to record lectures and other classroom presentations. Lecture notes and recordings involve issues related to the intellectual property rights of instructors and the privacy rights of students. To protect these rights, Roxbury Community College has adopted the following policy to govern these activities in the classroom.

Instructors' Intellectual Property Rights

Individual Roxbury Community College instructors retain intellectual property rights to their lecture and class presentations and related material; notes or class materials may not be exchanged or distributed for commercial purposes, for compensation, or for any purpose other than study by students enrolled in the class. Unauthorized use of class notes or recordings is subject to the federal Copyright Act, the General Laws of Massachusetts, and Roxbury Community College policy and may subject an individual to legal proceedings brought by the instructor as well as action by the College.

Note-Taking

Class notes may be written by students enrolled in a class during lectures or other class presentations for purposes of individual or group study. If an enrolled student is absent, another enrolled student may take notes to share with the absent student. Students are not allowed to distribute lecture notes to any one who is not an enrolled student in the same class.

Audio and/or Video Recording by Students for Study Purposes

With the prior permission of the instructor and the consent of other students in attendance, an enrolled student may make an audio recording of the lecture or class presentations only for the purposes of individual or group study with other students enrolled in the same class. Students must obtain prior permission from the instructor each time they wish to make a recording. The instructor must assure that each student attending the class on that occasion is aware of the recording and has agreed to be recorded. Student-initiated video recording and use of any other electronic means of capturing or transmitting class presentations or lectures for note taking purposes is not permitted in classes.

Third-Party Note-Taking and Recording

No third party will be allowed to attend classes on behalf of an enrolled student, with the exception of those authorized through the Special Needs Coordinator on behalf of an enrolled disabled student.

Recording by Instructors to Meet Course Learning Objectives

Instructors may make audio or video recordings of presentations for instructional purposes related to that course at Roxbury Community College. Subsequent use of the recording requires the written permission of everyone captured in the recording. The recordings may not be shown or distributed to any other individual or group without the express written permission of every person recorded in that class.

Smoking

In compliance with Federal and State Laws governing the use of tobacco products in public buildings, Roxbury Community College maintains a smoke free-policy. Smoking is strictly prohibited in the buildings.

Absences for Pregnancy or Childbirth

In accordance with Title IX of the Educational Amendments of 1972, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student's doctor deems the absences to be medically necessary. When the student returns to the College she shall be reinstated to the status she held when the leave began, which includes the opportunity to make up any missed work. The College may offer the student alternatives to making up missed work, such as retaking a semester, taking part in on-line instruction, or allowing the student additional time in a program to continue at the same pace and finish at a later date. For more information, please contact the Title IX Coordinator.

Tips for Students

Managing Your Day

The Assignment Calendar will help you to keep track of your assignments and organize daily activities. The calendar also includes important dates from the Academic Calendar you need to remember. Please use this calendar to assist you in successfully managing your academic experience at Roxbury Community College.

In class:

1. Record all homework tasks on the day they are assigned; make sure to include the due dates.
2. Write down tests and long-term projects, such as essays, on the day they are assigned, and write their due dates. A reminder of approaching deadlines is also a good idea.
3. Record assignment and test results. This will help you to determine which of your subjects require improvement and extra study time.
4. Record upcoming events that you plan to attend.
5. Record details about larger projects and assignments that need to be broken up into smaller parts.
6. Fast-forward to the appropriate week to enter a future assignment.

After class/At home:

1. Arrange your work in order of priority.
2. Commit yourself to a schedule and stick to it. Remember the goals that you have set for yourself.
3. Schedule your time in half-hour blocks. Plan to spend more time on the subjects that require improvement.
4. Allow yourself time to review your work two or three days before a test or a quiz.
5. Remember to schedule time to address long-term projects. Record this in your Assignment Calendar.
6. Take time for review of assignments/tests returned by your teacher.
7. Transfer all unfinished tasks to a future date.
8. Check off assignments that you have completed or transferred.
9. Review your weekly schedule regularly and adjust it as required.

Long-Term Planning - Plan Ahead

Very often larger tasks may appear intimidating because there is so much to be done. When you take it one step at a time and have a clear idea of where you want to be at each stage of the project, the project can be completed with greater peace of mind.

Here are some long-term project planning tips:

1. Find out exactly what is expected. Review the assignment sheet and consult your professor to clarify any questions you may have.
2. Collect research materials. Whenever you take notes, first write down all of the source information you'll need for your bibliography.
3. Organize your project into smaller units, and decide by which date you can realistically complete each section.

4. Ask for initial comments from your teacher (if allowed) to see if you are making satisfactory progress.
5. Don't be afraid to ask questions in class and seek help for any concept, assignment, or task that may be unclear.
6. Take advantage of free on-campus tutoring (http://www.rcc.mass.edu/tutoring).

Managing Your Tasks

1. Prepare a schedule that clearly indicates when you will study and when you will be occupied with other regular commitments or recreational activities.
2. Reflect regularly on your use of time; set priorities for your work.
3. Adjust your schedule until it is just right for a particular semester or school year. Setting unrealistic goals will only discourage you.
4. Divide lengthy or challenging assignments into short, manageable units.
5. Take a short break or reward yourself after completing a unit; this will help you to concentrate better on the next task.
6. If certain facts or details must be memorized, do not try to memorize all of them at once.

Successful Classroom Strategies

1. Before class, briefly review your notes from the previous class and homework.
2. Come to class prepared with all note taking materials, classroom handouts, and assignments due.
3. During class, listen.
4. Concentrate on your professor/instructor.
5. Try and reduce distractions by tuning out noise/talking.
6. Listen for main ideas.
7. Use the 5 W's and 1 H to assist in understanding the material presented in class: What? Why? When? Where? Who? How?
8. Be alert for the speaker's feelings and style.
9. Stay engaged: ask questions to address any confusions or gaps in your notes

Taking notes

1. Try not to write everything down.
2. Write down important ideas and supporting facts.
3. Use your own words, not your teacher's.
4. Learn different note taking methods (i.e. mapping, outlining).
5. Jot down confusing or interesting concepts to research after class.
6. Keep notes organized by dating and numbering pages.

7. Keep all notes for class in one place.
8. Regularly review what you're learning in each class daily and weekly.
9. Summarize important chapters, lectures, or discussions. Just doing this will help you retain the information.
10. Apply what you're learning as soon as possible.

Study Tips:

1. Find out what kind of test will be assigned (i.e. multiple choice, essay-type).
2. Study with friends if you can stay on topic.
3. In group study sessions, ask questions and answer your peers' questions.
4. To further support your learning, utilize free on-campus tutoring (http://www.rcc.mass.edu/tutoring).
5. Learn memory aid techniques to trigger recall.
6. Take practice tests, if available, to identify areas you most need to focus your attention on.
7. Try to avoid memorizing or learning large amounts of information close to the date of the test, or "cramming".
8. Avoid pulling "all-nighters"; even if you feel comfortable with the material, you may not do as well as you like if you are tired during the test.
9. Set up a study schedule to review everything well before the test. Use your agenda to keep track.
10. Write down likely questions and answer them.

Study Area:

1. Keep your workplaces clean and uncluttered.
2. Make sure you have good lighting to try to avoid tired eyes and drowsiness.
3. Use a firm, straight chair.
4. Don't do homework in front of the TV! Disengage from distractions such as Facebook and text messaging.
5. Create an environment that works best for you. For example, quiet music may help you to stay on-task, or it may distract you.

Test Taking Skills

1. Get enough rest the night before the exam.
2. Wear comfortable clothing.
3. Take all the necessary tools: pens, pencils, calculators, high-lighter, etc.
4. Don't start writing as soon as you get the test. First, skim the exam to make sure you have the complete test, and then read the instructions.
5. High-light key words like discuss, compare, and list.

6. Quickly estimate how much time you have to answer questions.
7. Answer easier questions first.
8. Read questions several times to be sure you understand exactly what is being asked.
9. Never rush through questions in a panic. Be calm and pace yourself.
10. Try to leave some time before the test is over to review and correct errors.
11. If you run out of time on a certain question, leave some room to return to it for completion later.

Test Taking Strategies

Multiple Choice Exams

1. Before looking at the possible answers, try to form the answer in your mind.
2. Don't guess unless there is no penalty for wrong answers. If you must guess, try to make an educated guess by eliminating incorrect answer choices.
3. Don't change an answer that came to your mind first unless you're absolutely sure it's wrong.

Essay Questions

Always write answers in paragraph form unless a list is specifically asked for. Use the following process for developing your essay:

1. Make a rough outline.
2. Begin with a topic sentence that includes the key words of the question.
3. Support your position with specific examples and detailed information.
4. Conclude by very briefly summing up your answer.

Writing Resource Guide

Faculty, staff, and free tutoring (http://www.rcc.mass.edu/tutoring) are available to assist you in strengthening your writing skills. Writing is an essential tool for communication that should be honed in all of your courses. The following are some guidelines for writing dynamic, coherent, and interesting essays and research papers.

Choose your topic

What are you going to write about? Sometimes the topic is determined for you. If not, write about something that interests you.

Narrow your topic

After you know your topic, narrow it to a manageable size.

Example: Large mammals

1. Large Mammals of North America
2. North America Black Bears

a. Habitat of North America Black Bears.

b. Focus your writing on a main idea or argument.

c. Develop a thesis statement that briefly expresses your point of view.

Example: The natural habitat of North American black bears is diminishing at an alarming rate due to urban development.

d. Determine your writing strategy. What is the purpose of your writing? You can write to inform, to persuade, entertain, or to instruct. Deciding what the purpose of your writing is will give insight into how to write. If you are writing to persuade, you should include examples that prove or give support to your claim.

e. Who is your intended audience? You write differently depending on the audience you are addressing (i.e. friend vs. employer).

f. Adjust your style and language for each audience.

g. If you want to persuade, try to anticipate your audience's position/beliefs.

h. What point of view will you use? Generally, pick a point of view and stick to it. There are different points of view for both fiction and non-fiction writing.

Non-fiction: You can write with or without the use of "I." Your choice should be guided by your professor's expectations:

Example with "I": Based on this evidence, I conclude...

Example without: Based on this evidence, it is possible to conclude...

Fiction: You can write in either the first person or the third person:

Example of first person: I walked down the street

Example of third person: She walked down the street

i. What form will you give your writing? Different forms have different requirements (i.e. essay, book review).

j. Ask your teacher what form (or genre) you should write in. What information do you need?

Content

1. Research your topic thoroughly. Start with general encyclopedias and information available online to get a broad overview of the topic.
2. It will be helpful to take notes as you go along. Be certain to document all of your research sources, so that you will be able to properly cite these sources as you develop your essay.
3. Write down relevant information. Try not to write down everything that you read. Taking too many notes drowns you in information and makes it harder for you to write a coherent paper that reflects relevant information.

4. Form general ideas about your topic. Use those ideas to develop an outline of your paper.
5. Write down each main idea, then organize them. Make sure they all fit in place.

Documenting Sources

Proper citation of sources provides credit to the original author and ensures that you are writing with academic integrity. Failure to cite sources properly may result in plagiarism. (For more information please see the "Disciplinary Offences" section 17d.)

1. Within your writing, any time you include information that was derived from a research source, you must document the source by:
 - a. including a citation within the essay itself. Many English classes and some other Humanities disciplines use MLA formatting. Some Science or Sociology classes use APA formatting, or a different kind of formatting. Your choice should be guided by your professor's expectations.
 - b. including a corresponding bibliography entry within the Works Cited Page. The Works Cited Page should appear at the end of your essay.
2. When incorporating research sources into your work, use the following writing strategies:
 - a. Paraphrase: put the author's ideas into your own words. Your end result should "sound" different from the original text in terms of vocabulary and sentence structure. You must include a citation at the end of your paraphrasing. Your Works Cited Page must list this research source.
 - b. Summarize: articulate key points of an author's text, thereby condensing a large amount of material into a shorter part. As with paraphrasing, you must put the author's ideas into your own words. The end result should "sound" different from the original text in terms of vocabulary and sentence structure. You must include a citation after your summary. Your Works Cited Page must list this research source.
 - c. Quote: transcribe word-for-word one or more sentences from a research source. The quote must be an exact replication of the research source, and the quoted material must be surrounded by quotation marks. You must also include a citation after the quote. Your Works Cited Page must list this research source.
3. When you proofread your work, make sure that all necessary citations are included, and that all of your citations are formatted according to the guidelines of the citation style you must use (i.e. MLA, APA, Chicago, etc.). If you are unsure which citation style to use, ask your professor.

Writing Strategies

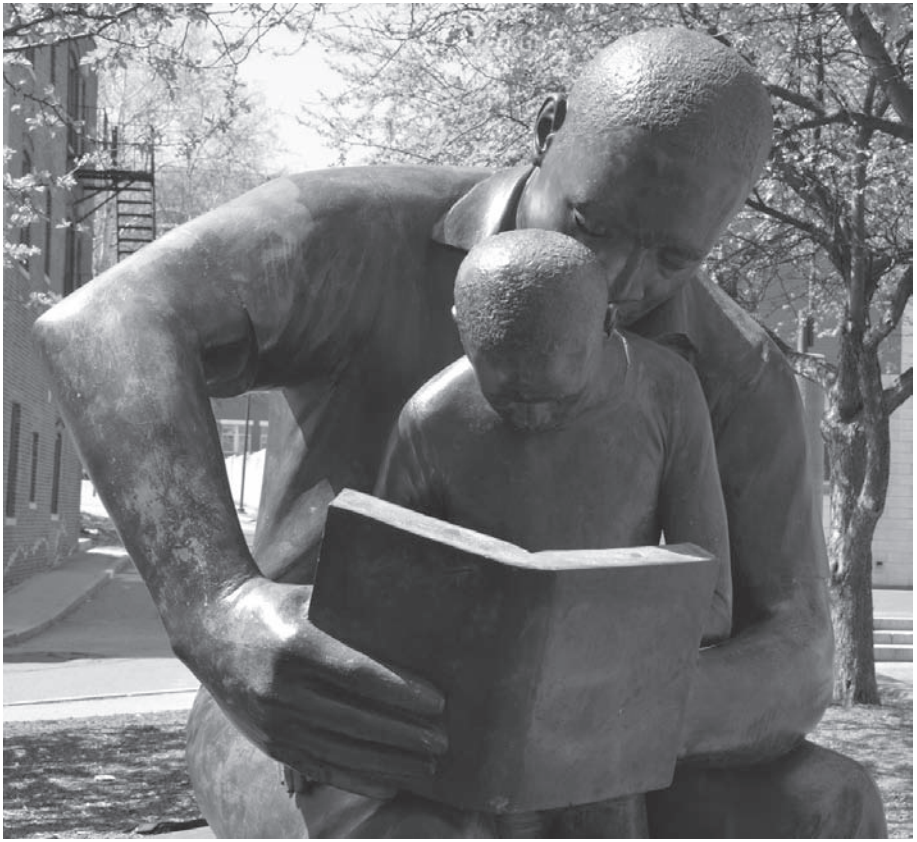
Write your first draft

1. Begin with a brief, interesting introduction.
2. Generally, include your thesis statement in the first paragraph.
3. Create body paragraphs, each of which begins with a topic sentence. Each body paragraph and topic sentence should help support your thesis statement.
4. When integrating research into your writing, use strategies such as summarizing, paraphrasing, and quoting. Information from a research source that is summarized, paraphrased, or quoted must include a citation in the essay itself, and must include a corresponding entry in the Works Cited Page. For more information, see **Documenting Sources.**
5. Make sure each paragraph transitions smoothly to the next paragraph.
6. After completing a rough draft of a written assignment, wait a day before editing it. This may help you to see your work with "fresh eyes," and to catch mistakes more easily.

Revise your draft

1. Read it slowly out loud. Be sure to listen for awkward words/sentences.
2. Proofread for spelling and grammatical errors.
3. Remove redundant phrases (repetitive language).
4. Make sure the sentences have enough variety to keep readers interested.
5. Ensure that all of your research sources are properly cited.
6. Review the formatting of your document to ensure it meets your professor's expectations. Some formatting concerns to address are font size, font type, line spacing, and margin size. Many professors prefer 12 point Times New Roman font, with double-spacing and 1-inch margins all around. Some professors may have different expectations.

(Seek Writing Center or Writing Tutor help as needed for additional edits or suggestions)



Assignment Calendar











AUGUST - SEPTEMBER 2016

MONDAY 29	Open Registration
TUESDAY 30	Open Registration
WEDNESDAY 31	Open Registration
THURSDAY 1	Open Registration
FRIDAY 2	Open Registration
SATURDAY 3	
SUNDAY 4	

SEPTEMBER 2016

MONDAY 5	Labor Day - Holiday
TUESDAY 6	
WEDNESDAY 7	First Day of Classes
THURSDAY 8	
FRIDAY 9	
SATURDAY 10	
SUNDAY 11	

SEPTEMBER 2016

MONDAY 12	
TUESDAY 13	
WEDNESDAY 14	
THURSDAY 15	
FRIDAY 16	
SATURDAY 17	
SUNDAY 18	

SEPTEMBER 2016

MONDAY 19	Last Day for Schedule Changes
TUESDAY 20	
WEDNESDAY 21	
THURSDAY 22	
FRIDAY 23	
SATURDAY 24	
SUNDAY 25	

SEPTEMBER - OCTOBER 2016

MONDAY 26	Autumn Access - First Day of Classes
TUESDAY 27	
WEDNESDAY 28	
THURSDAY 29	
FRIDAY 30	
SATURDAY 1	
SUNDAY 2	

OCTOBER 2016

MONDAY 3	
TUESDAY 4	
WEDNESDAY 5	
THURSDAY 6	
FRIDAY 7	Autumn Access - Last Day for Scheduale Changes
SATURDAY 8	
SUNDAY 9	

OCTOBER 2016

MONDAY 10	Columbus Day - Holiday
TUESDAY 11	Autumn Access - Deadline NA Add/Drop Enrollment Roster
WEDNESDAY 12	
THURSDAY 13	
FRIDAY 14	
SATURDAY 15	
SUNDAY 16	

OCTOBER 2016

MONDAY 17	Midterm
TUESDAY 18	Midterm
WEDNESDAY 19	Midterm
THURSDAY 20	Midterm
FRIDAY 21	Midterm
SATURDAY 22	Midterm
SUNDAY 23	

OCTOBER 2016

MONDAY 24	Autumn Access Midterm
TUESDAY 25	Autumn Acces Midterm
WEDNESDAY 26	Autumn Access Midterm
THURSDAY 27	Autumn Access Midterm
FRIDAY 28	Autumn Access Midterm
SATURDAY 29	
SUNDAY 30	

OCTOBER - NOVEMBER 2016

MONDAY 31	Deadline - December 2016 Graduation Application
TUESDAY 1	
WEDNESDAY 2	
THURSDAY 3	
FRIDAY 4	
SATURDAY 5	
SUNDAY 6	

NOVEMBER 2016

MONDAY 7	
TUESDAY 8	
WEDNESDAY 9	
THURSDAY 10	
FRIDAY 11	Veteran's Day - Holiday
SATURDAY 12	
SUNDAY 13	

NOVEMBER 2016

MONDAY 14	Last Day for Student Initiated Withdrawals
TUESDAY 15	
WEDNESDAY 16	
THURSDAY 17	
FRIDAY 18	
SATURDAY 19	
SUNDAY 20	

NOVEMBER 2016

MONDAY 21	
TUESDAY 22	
WEDNESDAY 23	Thanksgiving Break - No Classes ofter 5pm
THURSDAY 24	Thanksgiving Break
FRIDAY 25	Thanksgiving Break
SATURDAY 26	Thanksgiving Break
SUNDAY 27	Thanksgiving Break

NOVEMBER - DECEMBER 2016

MONDAY 28	
TUESDAY 29	
WEDNESDAY 30	
THURSDAY 1	
FRIDAY 2	
SATURDAY 3	
SUNDAY 4	

DECEMBER 2016

MONDAY 5	
TUESDAY 6	
WEDNESDAY 7	
THURSDAY 8	
FRIDAY 9	
SATURDAY 10	
SUNDAY 11	

DECEMBER 2016

MONDAY 12	
TUESDAY 13	
WEDNESDAY 14	
THURSDAY 15	
FRIDAY 16	Last Day of Classes
SATURDAY 17	Final Exams
SUNDAY 18	Final Exams

DECEMBER 2016

MONDAY 19	Final Exams
TUESDAY 20	Final Exams
WEDNESDAY 21	Final Exams
THURSDAY 22	Final Exams
FRIDAY 23	Final Exams
SATURDAY 24	
SUNDAY 25	Christmas Day - Holiday

DECEMBER 2016 - JANUARY 2017

MONDAY 26	
TUESDAY 27	
WEDNESDAY 28	Deadline - All Final Grades
THURSDAY 29	
FRIDAY 30	
SATURDAY 31	
SUNDAY 1	

JANUARY 2017

MONDAY 2	New Year's Day - Observed Holiday
TUESDAY 3	Open Registration
WEDNESDAY 4	Open Registration
THURSDAY 5	Open Registration
FRIDAY 6	Open Registration
SATURDAY 7	Open Registration
SUNDAY 8	Open Registration

JANUARY 2017

MONDAY 9	Open Registration
TUESDAY 10	Open Registration
WEDNESDAY 11	Open Registration
THURSDAY 12	Open Registration
FRIDAY 13	Open Registration
SATURDAY 14	
SUNDAY 15	

JANUARY 2017

MONDAY 16	Martin Luther King Jr. Birthday - Holiday
TUESDAY 17	All College Meeting/Faculty Institute
WEDNESDAY 18	First Day of Classes
THURSDAY 19	
FRIDAY 20	
SATURDAY 21	
SUNDAY 22	

JANUARY 2017

MONDAY 23	
TUESDAY 24	
WEDNESDAY 25	
THURSDAY 26	
FRIDAY 27	
SATURDAY 28	
SUNDAY 29	

JANUARY - FEBRUARY 2017

MONDAY 30	
TUESDAY 31	Last Day for Schedule Changes
WEDNESDAY 1	Deadline - NA Add/Drop Enrollment Roster
THURSDAY 2	
FRIDAY 3	
SATURDAY 4	
SUNDAY 5	

FEBRUARY 2017

MONDAY 6	
TUESDAY 7	
WEDNESDAY 8	
THURSDAY 9	
FRIDAY 10	
SATURDAY 11	
SUNDAY 12	

FEBRUARY 2017

MONDAY 13	Spring Access - First Day of Classes
TUESDAY 14	
WEDNESDAY 15	
THURSDAY 16	
FRIDAY 17	Spring Access - Last Day for Schedule Changes
SATURDAY 18	
SUNDAY 19	

FEBRUARY 2017

MONDAY 20	President's Day - Holiday
TUESDAY 21	
WEDNESDAY 22	
THURSDAY 23	
FRIDAY 24	
SATURDAY 25	
SUNDAY 26	

FEBRUARY - MARCH 2017

MONDAY 27	
TUESDAY 28	
WEDNESDAY 1	
THURSDAY 2	
FRIDAY 3	Spring Access - Deadline NA Add/Drop Enrollment Roster
SATURDAY 4	
SUNDAY 5	

MARCH 2017

MONDAY 6	Deadline - Petition to Graduate
TUESDAY 7	
WEDNESDAY 8	
THURSDAY 9	
FRIDAY 10	
SATURDAY 11	
SUNDAY 12	

MARCH 2017

MONDAY 13	Spring Break
TUESDAY 14	Spring Break
WEDNESDAY 15	Spring Break
THURSDAY 16	Spring Break
FRIDAY 17	Spring Break
SATURDAY 18	Spring Break
SUNDAY 19	

MARCH 2017

MONDAY 20	Midterm
TUESDAY 21	Midterm
WEDNESDAY 22	Midterm
THURSDAY 23	Midterm
FRIDAY 24	Midterm
SATURDAY 25	Midterm
SUNDAY 26	

MARCH - APRIL 2017

MONDAY 27	Spring Access Midterm
TUESDAY 28	Spring Access Midterm
WEDNESDAY 29	Spring Access Midterm
THURSDAY 30	Spring Access Midterm
FRIDAY 31	Spring Access Midterm
SATURDAY 1	
SUNDAY 2	

APRIL 2017

MONDAY 3	
TUESDAY 4	
WEDNESDAY 5	
THURSDAY 6	
FRIDAY 7	Last Day for Student Initiated Withdrawal
SATURDAY 8	
SUNDAY 9	

APRIL 2017

MONDAY 10	
TUESDAY 11	
WEDNESDAY 12	
THURSDAY 13	
FRIDAY 14	
SATURDAY 15	
SUNDAY 16	

APRIL 2017

MONDAY 17	Patriot's Day - Holiday
TUESDAY 18	
WEDNESDAY 19	
THURSDAY 20	
FRIDAY 21	
SATURDAY 22	
SUNDAY 23	

APRIL 2017

MONDAY 24	
TUESDAY 25	
WEDNESDAY 26	
THURSDAY 27	
FRIDAY 28	
SATURDAY 29	
SUNDAY 30	

MAY 2017

MONDAY 1	
TUESDAY 2	
WEDNESDAY 3	
THURSDAY 4	
FRIDAY 5	Last Day of Classes
SATURDAY 6	Final Exams
SUNDAY 7	Final Exams

MAY 2017

MONDAY 8	Final Exams
TUESDAY 9	Final Exams
WEDNESDAY 10	Final Exams
THURSDAY 11	Final Exams
FRIDAY 12	Final Exams
SATURDAY 13	
SUNDAY 14	

MAY 2017

MONDAY 15	Deadline All Final Grades
TUESDAY 16	
WEDNESDAY 17	
THURSDAY 18	
FRIDAY 19	Commencement Exercises
SATURDAY 20	
SUNDAY 21	

MAY 2017

MONDAY 22	
TUESDAY 23	
WEDNESDAY 24	
THURSDAY 25	
FRIDAY 26	
SATURDAY 27	
SUNDAY 28	

MAY - JUNE 2017

MONDAY 29	Memorial Day - Holiday
TUESDAY 30	Summer Session I Classes Begin
WEDNESDAY 31	
THURSDAY 1	
FRIDAY 2	Last Day for Schedule Changes
SATURDAY 3	
SUNDAY 4	

JUNE 2017

MONDAY 5	Deadline - NA Add/Drop Enrollment Roster Summer I
TUESDAY 6	
WEDNESDAY 7	
THURSDAY 8	
FRIDAY 9	
SATURDAY 10	
SUNDAY 11	

JUNE 2017

MONDAY 12	Last Day for Student Initiated Withdrawal Summer I
TUESDAY 13	
WEDNESDAY 14	
THURSDAY 15	
FRIDAY 16	
SATURDAY 17	
SUNDAY 18	

JUNE 2017

MONDAY 19	
TUESDAY 20	
WEDNESDAY 21	
THURSDAY 22	
FRIDAY 23	
SATURDAY 24	
SUNDAY 25	

JUNE - JULY 2017

MONDAY 26	
TUESDAY 27	
WEDNESDAY 28	
THURSDAY 29	
FRIDAY 30	
SATURDAY 1	
SUNDAY 2	

JULY 2017

MONDAY 3	Deadline - Summer I Final Grades / Break for 10 Week Courses
TUESDAY 4	Independence Day - Holiday / Break for 10 Week Courses
WEDNESDAY 5	Break for 10 Week Courses
THURSDAY 6	Break for 10 Week Courses
FRIDAY 7	Break for 10 Week Courses
SATURDAY 8	
SUNDAY 9	

JULY 2017

MONDAY 10	
TUESDAY 11	
WEDNESDAY 12	
THURSDAY 13	
FRIDAY 14	
SATURDAY 15	
SUNDAY 16	

JULY 2017

MONDAY 17	
TUESDAY 18	
WEDNESDAY 19	
THURSDAY 20	
FRIDAY 21	
SATURDAY 22	
SUNDAY 23	

JULY 2017

MONDAY 24	
TUESDAY 25	
WEDNESDAY 26	
THURSDAY 27	
FRIDAY 28	
SATURDAY 29	
SUNDAY 30	

JULY - AUGUST 2017

MONDAY 31	
TUESDAY 1	
WEDNESDAY 2	
THURSDAY 3	
FRIDAY 4	
SATURDAY 5	
SUNDAY 6	

AUGUST 2017

MONDAY 7	
TUESDAY 8	
WEDNESDAY 9	
THURSDAY 10	
FRIDAY 11	
SATURDAY 12	
SUNDAY 13	

AUGUST 2017

MONDAY 14	
TUESDAY 15	
WEDNESDAY 16	
THURSDAY 17	
FRIDAY 18	
SATURDAY 19	
SUNDAY 20	

AUGUST 2017

MONDAY 21	
TUESDAY 22	
WEDNESDAY 23	
THURSDAY 24	
FRIDAY 25	
SATURDAY 26	
SUNDAY 27	

2016

January

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February

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March

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April

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May

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June

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August

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September

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November

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December

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2017

January

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February

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March

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April

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June

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July

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August

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September

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October

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November

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December

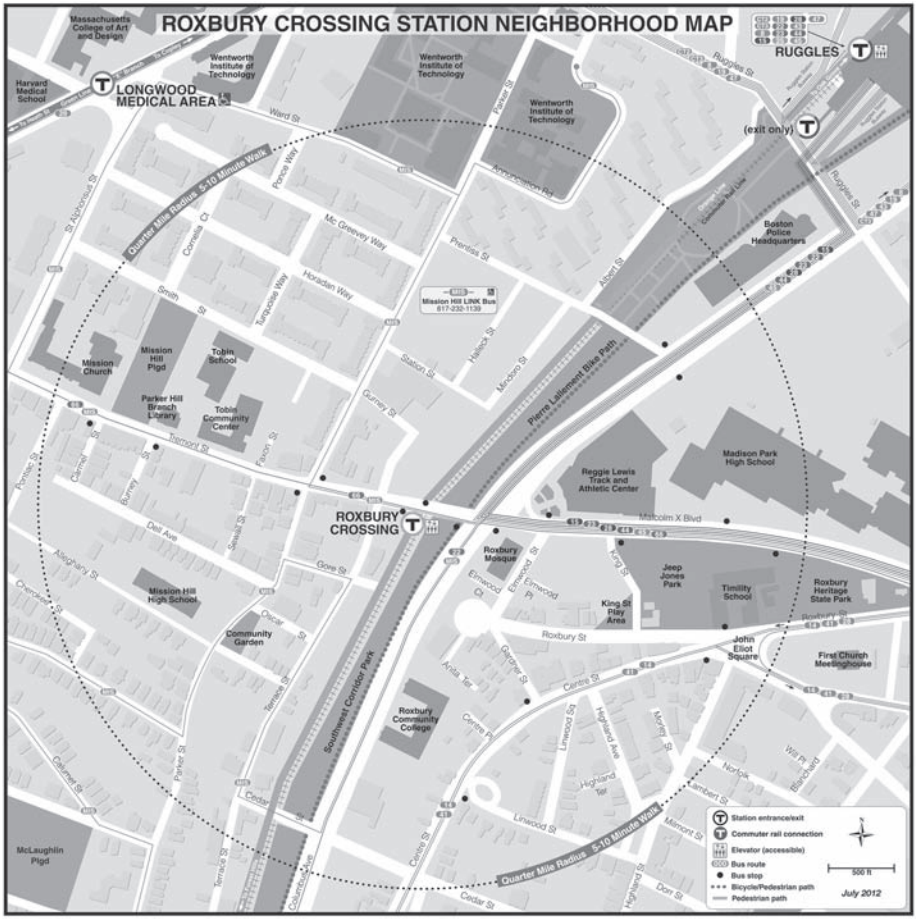
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Mass Transit Route Map



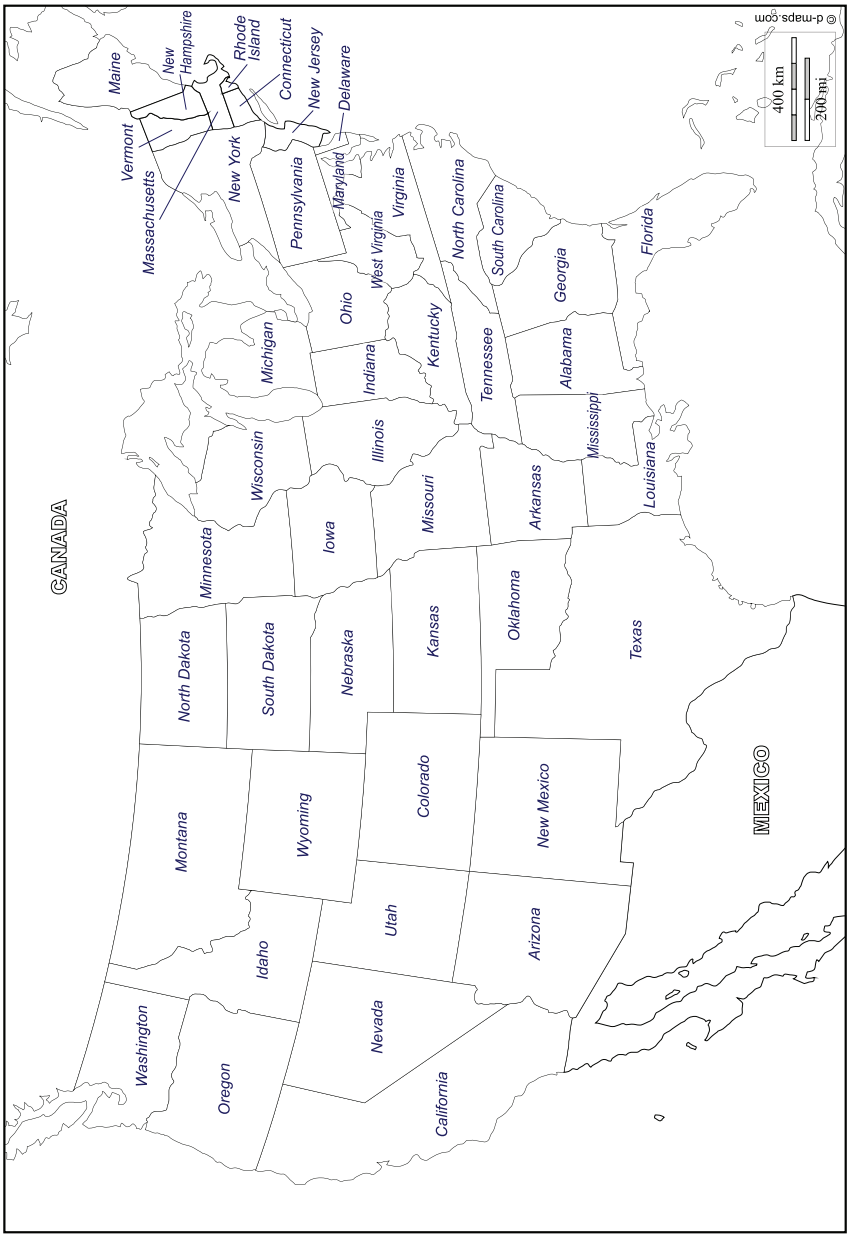
http://www.mbta.com/schedules_and_maps/subway

Roxbury Crossing Neighborhood Map



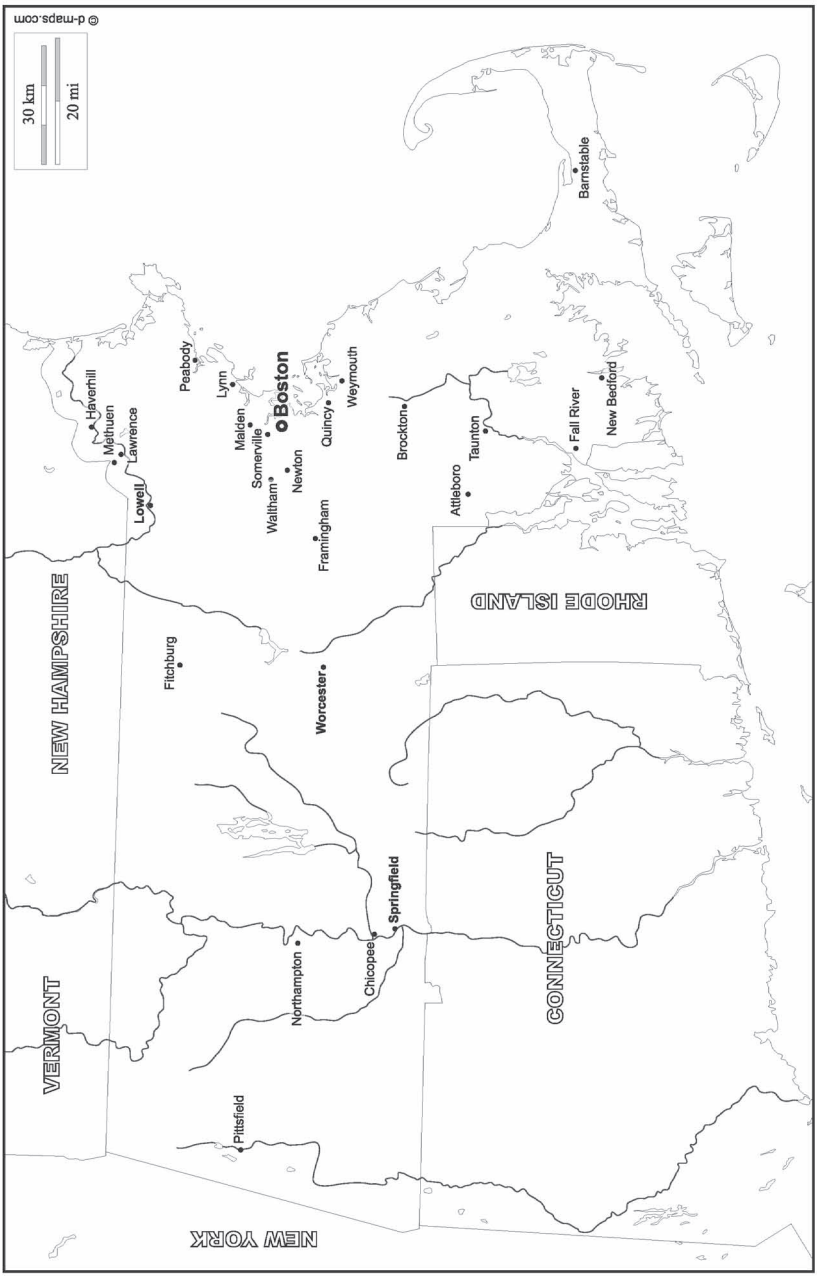
http://www.mbta.com/uploadedfiles/services/subway/Roxbury%20Crossing%20Neighborhood%20Map.pdf

Map of US



http://d-maps.com/carte.php?num_car=12297&lang=en

Map of Massachusetts



http://d-maps.com/carte.php?num_car=5185&lang=en

Notes

Notes

Addendum Policy

Marijuana Policy

Although Massachusetts law permits the use of medical marijuana and the possession, use, distribution and cultivation of marijuana in limited amounts, federal law, including the Federal Controlled Substances Act of 1970, the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989, prohibits the possession, use, distribution and/or cultivation of marijuana at educational institutions. Further, as marijuana remains classified as an illegal narcotic under federal law, institutions of higher education that receive federal funding are required to maintain policies prohibiting the possession and use of marijuana on their campuses. Accordingly, the possession, use, distribution or cultivation of marijuana, even for medical purposes, is prohibited on all Community College property. Further, this policy prohibits the possession, use, or distribution of all marijuana accessories and marijuana products. Marijuana accessories shall include, but are not limited to, any devise or equipment used for ingesting, inhaling, or otherwise introducing marijuana into the human body. Marijuana products shall include, but are not limited to, products that are comprised of marijuana and other ingredients and are intended for use or consumption, such as, but not limited to, edible products.

Violations of this policy by any student or employee shall result in disciplinary action, up to and including expulsion or termination.

System-Wide Student Policies

Bathroom and Locker Room Use

All students may utilize bathroom or locker room facilities on campus that are designated as gender-neutral or that are consistent with a student's sincerely held gender identity. Use of a bathroom or locker room by any student for an improper purpose will result in disciplinary action, up to and including expulsion.

Changing Biographical Data

The following process is followed when any student seeks to change his or her biographical data as provided and maintained in College records.

Legal Name – A student's legal name shall be used on all College documents, systems and communications external to the College and/or where a legal name is required. Examples include, but are not limited to:

- Financial Aid records;
- Student Accounts records;
- Student Personally Identifiable Information;
- Student Directory information;
- Payroll records;
- Health records;
- Official transcripts;
- Federal immigration documents; and
- Interactions with government agencies.

In order for any student to change their legal name on College records, a student must present a certified copy of a court order or other legal document indicating a legal name change has been granted.

Preferred First Name – The College recognizes that some students may prefer to use a first name other than their legal name to identify themselves. As long as the use of a preferred first name is not for an improper purpose, the College acknowledges that a preferred first name can and should be used where possible in the course of College business and education. Students may use a preferred first name wherever a legal name is not required on internal documents, communications, systems, and web portals. Examples include, but are not limited to:

- Student identification cards;
- Email and calendar entries;
- Class rosters and advisor lists;
- Learning Management Systems; and
- Diplomas, awards, and recognitions.

To request a preferred first name, a student should complete the Preferred First Name Change Form available in the Registrar's Office.

Sex Designation - In order for any student to change their sex designation in official College records, a student must provide a certified copy of a court order, or other legal identification, such as a Massachusetts driver's license, reflecting the change in sex.

Community College Preferred First Name Change Form

The College recognizes that some students may prefer to use a first name other than their legal name to identify themselves. As long as the use of a preferred first name is not for an improper purpose, the College acknowledges that a preferred first name can and should be used where possible in the course of College business and education. Students may use a preferred first name wherever a legal name is not required on internal documents, communications, systems, and web portals. Examples include, but are not limited to:

- Student identification cards;
- Email and calendar entries;
- Class rosters and advisor lists;
- Learning Management Systems; and
- Diplomas, awards, and recognitions.

This form does not change a student's legal name. A student's legal name shall be used on all College documents, systems and communications external to the College and/or where a legal name is required. Examples include, but are not limited to: financial aid records; student accounts records; student personally identifiable information; student directory information; payroll records; health records; official transcripts; federal immigration documents; and interactions with government agencies. To change your legal name on all College records a court order or other acceptable legal documentation is required.

LEGAL NAME:

Last Name	First		MI
Street	City	State	Zip Code
E-mail	Telephone Number		

Student I.D. Number: _____

PREFERRED FIRST NAME: _____

Signature	Date

Once a preferred first name has been requested, that name will be used by the College as detailed above until the student withdraws his/her request for the use of a preferred first name.

The College reserves the right to modify, change, alter or rescind at any time and at its discretion its Changing Biographical Data policy.

If the use of a preferred first name is for an improper purpose, including but not limited to misrepresentation or attempting to avoid a legal obligation, a student may be subject to disciplinary action, up to and including expulsion. This document does not form a legally binding or enforceable contract.

To request a preferred first name, present this form at the Registrar's Office along with a College ID.

Form 11-16-16

This handbook belongs to:

Name _____

Address _____

Phone _____

E-mail _____

STATEMENT OF PUBLICATION

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Affirmative Action/EEO Statement of Non-discrimination

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Chief Human Resources/Affirmative Action Officer & Title IX Coordinator, 617-541-5386, Administration Building Room 313

Dean of Student Life and 504 Coordinator, 617-933-7450

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act requires all institutes of higher education to disclose campus policy statements and crime statistics. Our annual report is available at www.rcc.mass.edu/clery.



Student Handbook
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